

CHESTERFIELD COUNTY EMERGENCY OPERATIONS PLAN

**Basic Plan, Part I
Hazard Specific Annexes, Part II
Disaster Recovery Plan, Part III
Emergency Management Operating Instructions, Part IV**

**County of
Chesterfield, Virginia**

**December, 1986
Revised December 2000**

PREFACE

The County of Chesterfield Emergency Operations Plan consists of a Basic Plan, a Peacetime Disaster Plan, a Nuclear Civil Protection Plan, and a Hazardous Materials Emergency Plan Annex.

The Basic Plan describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations which are either part of, or will serve in support of, local government in time of emergency. The Basic Plan includes an official resolution which is adopted by the Board of Supervisors and thus becomes the organizational and legal basis for emergency operations for a disaster.

The Peacetime Disaster Plan (Part I) covers all natural disasters and man-made disasters excluding nuclear war. It provides a basis for the development of programs and procedures to save lives and minimize disaster damage during, and to expedite recovery operations after, such a disaster.

The Hazardous Materials Emergency Plan Annex (Part II) was developed by the Chesterfield County Local Emergency Planning Committee according to the Superfund Amendment and Reauthorization Act of 1986: This annex provides for emergency planning response, mitigation and recovery specifically for hazardous materials in fixed facilities and transportation incidents in Chesterfield County. Because of the unique nature of hazardous materials incidents, they have been addressed in this annex.

The Disaster Recovery Plan Annex (Part III) was developed by a Chesterfield County Project Action Team. This annex provides guidance for short and long term recovery from disasters.

The Nuclear Civil Protection Plan (Part IV) provides guidance for developing an operational capability for emergency operations in the event of an actual or threatened nuclear war. It is filed in the Chesterfield County Office of Emergency Services.

County of Chesterfield Emergency Operations Plan, Part I

Table of Contents

Basic Plan

- Resolution
- Purpose
- Situation and Assumptions
- Organization and Assumptions of Response
- Concept of Operations Authorities and References

Peacetime Disasters

- Purpose
- Situation and Assumptions
- Organization and Functions
- Concept of Operations
- Authorities and References
- Definitions

Functional Appendices

- Direction and Control
- Emergency Public Information
- Law Enforce and Traffic Control
- Emergency Communications
- Medical, Health and Rescue
- Fire Service
- Evacuation
- Lodging
- Sheltering and Care
- Sheltering and Care of Emergency Workers Dependents
- Auxiliary Manpower
- Radiological Protection
- Essential Resources and Supplies
- Damage Assessment
- Federal Disaster Assistance
- Hazard Mitigation
- Dam Safety
- Emergency Operations Center
- Chesterfield County Airport Emergency Action Plan
- Mini Plan

County Departmental Functional Appendices

Hazardous Materials Emergency Plan, Part II

Disaster Recovery Plan, Part III

BASIC PLAN

PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the County of Chesterfield in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources. Supporting plans Part I: Peacetime Disasters, Part IV: Nuclear Civil Protection, Part II: Hazardous Material Emergency Plan Annex and Part III: Recovery Plan Annex set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

II SITUATION AND ASSUMPTIONS

- A Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters which affect the safety, health, and welfare of the population, and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the County of Chesterfield are flooding along the Appomattox and James Rivers, hazardous materials incidents, severe winter weather, essential resource shortages, transportation accidents, airplane crashes, droughts, power outages, windstorms, tornados and pipeline accidents.
- The government of the County of Chesterfield is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation
- D, The Virginia Emergency Services and Disaster Law of 1973, as amended, requires that each city and county prepare, and keep current, an emergency operations plan. This plan is officially adopted by the Board of Supervisors every three years. In the event a disaster occurs which exceeds the capabilities of the local emergency services organization, outside assistance would be available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations. Further assistance would be available on request from the State and Federal governments when local resources are fully committed and the disaster exceeds the response capabilities of the local government.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

County of Chesterfield Emergency Operations Plan, Part I

1. Office of Emergency Services
2. Fire Department
- 3 Police Department
4. Volunteer Rescue Squads
5. Local/Regional Hospitals
6. Department of Utilities
7. Environmental Engineering.

- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:

- County Administrator's Office
2. Chesterfield County School System
3. Chesterfield County Social Services
4. Chesterfield County General Services
5. Chesterfield County Health Department
6. County Attorney's Office
7. Other County Departments as required
8. Quasi-Public Relief Organizations
9. American Red Cross
10. VPI & SU Extension Agent

BASIC PLAN

I. PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the County of Chesterfield in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources. Supporting plans Part I: Peacetime Disasters, Part II: Hazards Specific Annexes and Part III: Recovery Plan Annex set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population, and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the County of Chesterfield are hazardous materials incidents, transportation, windstorms and tornadoes, power outages pipeline accidents winter weather, flooding along the Appomattox and James Rivers, and airplane crashes.
- C. The government of the County of Chesterfield is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Services and Disaster Law of 1973, as amended, requires that each city and county prepare, and keep current, an emergency operations plan. The Board of Supervisors officially adopts this plan every four years.
- E. In the event a disaster occurs which exceeds the capabilities of the local emergency services organization, outside assistance would be available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations. Further assistance would be available on request from the State and Federal governments when local resources are fully committed and the disaster exceeds the response capabilities of the local government.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In the County of Chesterfield, the following organizations respond to normal day-to-day emergencies:

-
1. Office of Emergency Management
 2. Fire and EMS
 3. Police Department
 4. Volunteer Rescue Squads
 5. Local/Regional Hospitals
 6. Department of Utilities
 7. Environmental Engineering.
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:
1. County Administrator's Office
 2. County School System
 3. County Social Services
 4. County General Services
 5. County Health Department
 6. County Libraries
 7. County Attorney's Office
 8. Other County Departments as required
 9. Quasi-Public Relief Organizations
 10. American Red Cross
 11. Virginia Cooperative Extension (Extension Services)
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned responsibilities for emergency operations in the County of Chesterfield.
1. Director of Emergency Management and/or the Coordinator of Emergency Management.
 - a. Continuity of government

-
- b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Damage assessment
 - f. Coordination of disaster assistance and recovery
 - g. Coordination of the services of quasi-public and volunteer relief organizations.
2. Office of Emergency Management:
- a. Emergency Operations Center staffing and function
 - b. Receipt and dissemination of warning
 - c. Disaster analysis
 - d. Communications
 - e. Emergency public information
 - f. Coordination of military and other outside assistance
 - g. Coordination of emergency control and use of resources
 - h. Coordination of damage assessment with assistance from the Extension Agent
 - I. Coordination of recovery efforts to include liaison with state and federal recovery agencies.
3. Fire Service:
- a. Contain or extinguish fires
 - b. Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include any situation involving fire or threat of fire (in cooperation with Rescue Squads)
 - c. Monitor Radiological Defense (RADEF) for personnel protection and for reporting
 - d. Contain hazardous materials situations
 - e. Assist in dissemination of warning
 - f. Assist rescue squads as needed.

-
4. Police Department:
 - a. Maintenance of law and order (Police Department SOP)
 - b. Control of traffic, including evacuation
 - c. Protection of vital installations
 - d. Controlling access to the scene of disaster
 - e. Set up, control and coordinate search teams for lost or missing victims
 - f. Serve as primary warning point
 - g. Assist in identification of the dead in cooperation with the Health Department and State Medical Examiner's Office
 - h. Animal & pet control.
 5. Utilities:
 - a. Supply potable water
 - b. Operate the sewage disposal system
 - c. Assist with debris clearance
 - d. Assist in damage assessment
 - e. Coordinate Federal assistance for repair and restoration of damaged public facilities
 - f. Assist with restoring electrical power (manpower)
 6. Rescue Squads:
 - a. Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include the administering of first aid and transporting of patients (in coordination with Fire Department)
 - b. Assist in evacuation of endangered areas
 - c. Assist in dissemination of warnings
 - d. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan and the state of Virginia Multi Casualty Incident Plan.
 7. Department of Health:
 - a. Staff and set up emergency medical care centers
 - b. Supply medical support to persons in shelters

-
- c. Supply health advisors
 - d. Supply and use medical and health items
 - e. Emergency mortuary and internment coordination
 - f. Insect and rodent control
 - g. Epidemic control measures
 - h. Inspect food, milk and water supplies
 - I. Coordinate and control biological hazards
 - j. Identify the dead in cooperation with local and State Police
 - k. Coordinate with area hospitals.
8. Department of Social Services:
- a. Shelter management
 - b. Supply emergency social services
 - c. Assist with emergency lodging
 - d. Assist with emergency feeding (in coordination with Superintendent of Schools).
 - e. Assist with emergency clothing
 - f. Manage emergency registration and inquiry
 - g. Coordinate religious services.
9. Superintendent of Schools:
- a. Coordinate emergency transportation
 - b. Manage emergency manpower to augment other emergency services
 - c. Assist in providing emergency shelters for evacuees and other welfare services within capability.
10. Building Inspector:
- a. Assist in damage assessment of residential and commercial buildings
 - b. Control necessary demolition of residential and commercial buildings.
11. Real Estate Assessor:

-
- Coordinate with Building Inspection to assist in damage assessment of residential and commercial buildings.
12. Virginia Cooperative Extension (Extension Service):
- Assist Coordinator of Emergency Management in overall coordination of damage assessment, to include compilation, evaluation, consolidation, and forwarding of reports.
13. Sheriff's Department:
- a. Maintain and control jail facilities
 - b. Control and provide facilities for holding arrestees until proper processing can be accomplished
 - c. Assist Police Department as needed
 - d. Assist with road clearance
 - e. Assist in dissemination of warnings
 - f. Emergency Operations Center security.
14. Department of Environmental Engineering:
- a. Assist with providing information on evacuation routes, flood zones, and storm water management facilities.
 - b. Maintain the public storm sewers and other drainage facilities
 - c. Provide whatever assistance it can under the circumstances, particularly in the maintenance of drainage facilities
 - d. Provide drainage system locations
 - e. Assist in building and flooding damage assessment, including above and below ground drainage
 - f. Coordinate Federal assistance for repair and restoration of damaged public drainage facilities.
 - g. Assist with providing maps, as needed.
 - h. Provide mapping support.
15. Public Affairs:
- a. Coordinate emergency public information and news releases
 - b. Coordinate information releases to local and national media.

-
16. Department of Planning and Zoning:
Coordinate use of local dumps and land-use.
 17. General Services:
 - a. Assist in coordination of County building demolition
 - b. Operate salvage facility
 - c. Refuse disposal
 - d. Coordinate debris clearance
 - e. Assist in damage assessment of Courthouse and County complex buildings
 - f. Assist in restoring necessary County facilities to operating condition
 - g. Upkeep and maintenance of all government complex facilities
 - h. Maintain radio system
 - I. Airport management and direction.
 18. Emergency Operation Center Response Team (EOC-RT):
 - a. Perform duties as assigned by the Coordinator of Emergency Management, or his/her designee
 - b. Respond to the EOC or other designated area for logistical support.
 19. Local/Regional Hospitals:
 - a. Provide emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities as required.
 20. County Attorney:
 - a. Provide emergency ordinances for use during a disaster
 - b. Provide assistance to Emergency Management for legal decisions.

IV. CONCEPT OF OPERATIONS

- A. The County Administrator is the Director of Emergency Management. With the support of key local officials and staff, he will direct and control emergency operations from the County Emergency Operations Center Room 502 of the County Administration Building.
- B. Succession to the Director of Emergency Management will be:

-
1. Coordinator of Emergency Management
 2. Fire Chief
 3. Chief of Police.
- C. The Coordinator of Emergency Management is responsible for: (1) developing and maintaining an emergency response capability, and, 2) recommending actions to mitigate the potential effects of the most likely disasters.
- D. A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed, or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property, or to provide assistance to the victims of a disaster. The EOP may be activated prior to an emergency being declared.
- E. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities. More specific conceptual and procedural guidance is contained in Part I: Peacetime Disaster Plan, in Part II: Hazard Specific Annexes, and in Part III: Recovery Plan Annex

V. AUTHORITIES

- A. Commonwealth of Virginia Emergency Services and Disaster Law of 1973, Title 44, Chapter 3.2, Sections 44-146.13 through 44-146.28, Code of Virginia, as amended.
- B. The Commonwealth of Virginia Emergency Operations Plan:
1. Volume I, Basic Plan, July 1982.
 2. Volume II, Peacetime Disasters, July 1982.
 3. Volume III, Operational Survival Plan, War-Caused Disasters, January 1975, as amended.
 4. Volume IV, Emergency Management of Resources Plan, June 1979.
- C. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- D. The Federal Disaster Relief Act of 1974, Public Law 93-288.
- E. Disaster and Preparedness Handbook for Local Government Officials, Virginia Department of Emergency Services, January 1984.
- F. The Superfund Amendment and Reauthorization Act of 1986, Public Law.

PEACETIME DISASTER PLAN

I. PURPOSE

The purpose of this Peacetime Disaster Plan is to recommend actions to be taken, primarily by local government, to mitigate against, prepare for, respond to, and recover from, the harmful effects of a disaster or emergency situation.

II. SITUATION AND ASSUMPTIONS

- A. It is the responsibility of the Chesterfield County government to protect life and property from the effects of hazardous events to the best of its ability. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. The Federal government will provide assistance to the State, when appropriate.
- B. The Appomattox and James Rivers which flow through the county are subject to periodic flooding. There have been several severe floods in recent times, resulting in the flooding of homes and businesses in low-lying areas.
- C. Chesterfield County is a major manufacturing center, and, therefore, the potential for a hazardous substance or environment pollution incident is relatively high.
- D. Several major transportation routes, exist though the county that are used to transport nuclear and hazardous materials. The potential for transportation incidents involving nuclear or hazardous materials is the second highest in Virginia.
- E. Severe winter weather can limit travel and disrupt essential services for several days. Emergency assistance may be required, such as providing emergency transportation and the opening of an Evacuation Assembly Center to receive and care for displaced persons. There have been many severe winter storms in the past 25 years, each with a snowfall of at least 10 inches or serious ice conditions.
- F. The county relies on external sources of supply for certain resources, such as food and fuel, which are essential to the health, and welfare of its citizens and its economic well-being. A variety of circumstances (work stoppages, interruptions of transportation, natural shortages, production planning errors, etc.) could present a requirement for emergency management of available resources.

-
- G. Other potential emergency situations such as large fires, widespread power failures, and tornadoes which require a coordinated emergency response and related expenditures, may also exceed local day-to-day emergency response capabilities.

III. ORGANIZATION AND FUNCTIONS

- A. The Commonwealth of Virginia Emergency Management and Disaster law of 1973, as amended, provides the Emergency Management organizations and operations will be constructed around existing constitutional government. The County of Chesterfield organization for emergency operations consists of existing government departments and offices and private emergency response organizations, such as the volunteer rescues, squads, local and regional hospitals.
- B. The County Administrator is the Director of Management and will direct and control emergency operations. The Coordinator of Emergency Management develops the Emergency Operations Plan and maintains an emergency response capability. Other duties and assigned responsibilities for emergency operations will be in accordance with the Basic Emergency Operations Plan.
- C. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
- D. The Coordinator of Emergency Management will develop and maintain an Emergency Operations Center (EOC) in room 502 of the Administrative Building. Communications networks necessary for the control and coordination of emergency operations from the command post at the EOC will include a portable, cellular phone and 10 telephone jacks with telephones specific to the EOC. The alternative EOC will be located at the Eanes-Pittman Public Safety Training Center.
- E. The Coordinator of Emergency Management and the Director of Social Services will work to assure that necessary, appropriate and available disaster assistance, such as temporary housing and low-interest loans, is provided to disaster victims.

IV. CONCEPT OF OPERATIONS

- A. General
1. The county must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the State or Federal government after a natural or man-made disaster.
 2. The Director of Emergency Management, with support from key local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially, or fully, manned depending on the kind of size of the disaster.

-
3. Each department or agency assigned emergency tasks will prepare plans and emergency operating procedures for providing such personnel, materials, facilities, and services as are required to support this emergency operations plan.
 4. All reasonable attempts will be made to use any available warnings to prepare the population, property, and supplies from the effects of an impending emergency.
 5. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
 6. All appropriate locally available forces and resources will be full committed before requesting assistance from the State. Requests for assistance will be made through the VDEM Regional Coordinator/State EOC to the State Coordinator.
 7. Declaration of a Local Emergency
 - a. The Board of Supervisors, by resolution, may declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering. (See attachment 1) A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the Director of Emergency Management or any member of the Board in the absence of the Director of Emergency Management may declare a local emergency to exist subject to confirmation of the entire Board within five days. The County Coordinator of Emergency Management will advise the State EOC/DEM Regional Coordinator immediately following the declaration of a local emergency.
 - b. The local resources are insufficient to cope with the effects of a disaster and the local director requests state assistance, the following procedures will apply. The local director, by letter, or

other hard copy written means, to the State Coordinator of Emergency Management will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, State assistance is being requested, and, if appropriate, recommend the Governor declare a state of emergency. A copy of the resolution declaring a local emergency should accompany this communication.

8. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required (see resource list).

9. Accurate records of disaster-related expenditures will be maintained by department and agency heads. All disaster-related expenditures would be documented to provide a basis for reimbursement should Federal disaster assistance is needed.

10. The State Emergency Operations Plan requires the submission of four reports by local government in time of emergency.

- a. Initial Damage Assessment Report
- b. Daily Situation Report
- c. Report of Disaster-Related Expenditures
- d. After-Action Report

Reference Functional Appendices I and 12.

11. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations.

12. Support by military units may be requested through the State EOC.

Military forces, when made available will support and assist local forces and may receive from the local Emergency Management Director, or his designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

13. Department and agency heads will establish, and keep current, lists of succession of key emergency personnel (see Tab C to Functional Appendix 1).

14. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the County of Chesterfield to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements, or, in the absence of the official agreements, directed by the County Director of Emergency Management when he determines that such assistance is necessary and feasible.

15. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:

a. Any disaster threatens, or occurs in the County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended.

b. A state of emergency is declared by the Governor.

16. The Coordinator of Emergency Management has overall responsibility for maintaining and updating this Plan. Responsible individuals and officials should recommend to the Coordinator of Emergency Management appropriate improvements and changes at any time.

B. Operations Periods.

1.. Normal Operations

Emergency Operations Plans and procedures will be developed and maintained. Training and test exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a peacetime disaster threatens, all agencies having responsibilities will take action as called for in their respective Functional appendix.

3. Emergency Operations

Full-scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The local EOC will direct and control all emergency operations. See Functional Appendix 1. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

a. Mobilization Phase

Conditions worsen requiring full-scale mitigation and preparedness activities.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide basic needs to the public. Long-term recover focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

V. AUTHORITIES AND REFERENCES

- A. Authorities are listed in the Basic Plan.
- B. Guide for Development of State and Local Emergency Operations Plan, Federal Emergency Management Agency (CPG 1-8, October 1985).
- C. Disaster Preparedness and Assistance Handbook, Virginia Office of Emergency Services, January 1984.
- D. Integrated Emergency Management System: State and Local Populations protection Planning, Federal Emergency Management Agency, July 1984.

VI. DEFINITIONS

- A. Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- B. Man-Made – Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.
- C. Emergency – A sudden and unforeseeable occurrence or condition, either as to its onset or extent, of such disastrous severity or magnitude that governmental action beyond that authorized, or contemplated, by existing law is required, because governmental inaction for the period required to amend the law to meet the exigency would cause immediate and irrevocable harm upon the citizens of the Commonwealth, or some clearly defined portion thereof.
- D. Emergency Management – The preparation for and the carrying out of, functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural man-made, or war-caused disasters. These functions include fire fighting, police, medical and health, rescue, first aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety and welfare.
- E. Major Disaster – Any natural or man-made disaster in any part of the United States which, in the determination of the President of the United States, is, or thereafter determined to be, of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the Federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused by the disaster, and is so declared by him.
- F. State of Emergency – The conditions declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state, is of sufficient severity and magnitude to

warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

- G. Local Emergency – The conditions declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly, or substantially, out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused by a disaster.
- H. Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities goods, or services of any kind which bear a substantial relationship to the health, safety, welfare and economic well-being of the citizens of the Commonwealth.
- I. Emergency Operations Center (EOC) – Centrally located government or community building, equipped with communications and emergency power, of coordination of government services, volunteer organizations, and emergency public information.
- J. Hazardous Materials – Any substance defined as a hazardous substance, material, chemical, or waste product by any federal law or regulation to include those substances which pose deleterious effects on the environment.
- K. Severe Weather “Watch” – Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g. Hurricanes Watch, Flash Flood Watch, Tornado Watch etc.)
- L. Severe Weather “Warning” – Severe weather conditions which could cause serious property damage or loss of life have been observed or reported. For example, a Flash Flood Warning means heavy rains have occurred and low-lying areas are likely to be flooded.

FUNCTIONAL APPENDIX 1: DIRECTION AND CONTROL

MISSION

When there is no emergency, the mission of Emergency Management is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an emergency response capability.

In time of emergency, the mission of Emergency Management is to direct and coordinate emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and maintain liaison with the State EOC to the best of its ability.

ORGANIZATION

Emergency operations will be directed and controlled from the County EOC which is located at the County Administration Building, County Complex in room 502. The alternate EOC will be at the Eanes-Pittman Public Safety Training Center in classroom D and D1. Additional EOC's will be set up in any fire station as needed. The EOC staff will consist of the Coordinator of Emergency Management, Emergency Operations Center Response Team (EOC-RT), and key service department heads or their representatives. Support personnel, to assist with communications and logistics, are designated as the EOC-RT. See Emergency Management Operating Instruction (EMOI) #2. See Tabs A and B.

CONCEPT OF OPERATIONS

Reference the Peacetime Disaster Plan, Concept of Operations, paragraph IV.

When an emergency threatens, any available time will be used to implement, to the extent possible, any applicable readiness measures listed in each Appendix to this Plan. The Coordinator of Emergency Management will work towards assuring that all actions are completed in a timely fashion.

The EOC support staff should include logistical support personnel as needed, based on the level of activation. See EMOI #1. They will support the decision-making groups. Procedures for these support operations are established and maintained for the EOC-Response Team.

EMERGENCY MANAGEMENT ACTIONS - DIRECTION AND CONTROL

The Emergency Management Coordinator, or his/her designee is responsible for and in command of the Emergency Disaster Operation.

1. Normal Operations

- a. Develop a hazard analysis to determine which potential disasters are most likely to occur, and which mitigation and preparedness actions are most needed.
- b. Develop and maintain an operational capability for emergency operations and include in the local Emergency Operations Plan.
 1. Assign duties and responsibilities to staff an EOC and implement emergency operations. Maintain roster of key personnel.
 2. Help assure that adequate facilities and resources are identified to conduct emergency operations at the local EOC and the local evacuation assembly center.
 3. Develop mutual support agreements with adjacent jurisdictions and relief organizations, such as the American Red Cross.
 4. Develop plans and procedures for providing timely information and guidance to the public in time of emergency.
 5. Test emergency operations plans and procedures with periodic exercises and drills. Revise plans and provide training as required.
- c. Assist with accounting and record keeping for expenses incurred in all county departments during an emergency. Coordinate Federal Disaster Assistance Procedures (see Functional Appendix 15).
- d. Define and encourage hazard mitigation activities which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
- e. Identify and maintain current lists of essential services and facilities, both public and private, which should continue to operate, and may require special protection before, during and after an emergency.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Update emergency operations plans and procedures, if necessary, and as time permits. Insure the operational capability of the EOC facility and alert on-duty personnel.
- b. Alert service chiefs of the situation and request that appropriate mitigation and preparedness measures are taken.
- c. Implement record keeping of all incurred expenses, if applicable.
- d. Prepare to provide emergency information to the public (see Functional Appendix 2).

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Direct and coordinate emergency operations. Staff the EOC as required.
2. Brief the Board of Supervisors as appropriate.
3. Review actions of county departments already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities.
4. Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate.
5. Establish and maintain liaison with the state EOC and adjacent jurisdictions. Provide daily situation reports to the state EOC (see Tab D).
6. Continue to maintain records for all expenses incurred.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Direct and coordinate emergency operations.
2. Provide emergency information and protective action guidance to the public.
3. Declare a local emergency if the situation warrants.
4. Provide periodic situation reports and requests for assistance to the State EOC as the situation requires.
5. Maintain a record of expenses incurred during the disaster.
6. Complete an Initial Damage Assessment and provide to the State EOC. Reference Functional Appendix 14: Damage Assessment.

4. Recovery (See Recovery Plan Annex)

This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage.

- a. Assist with restoration of essential facilities and services. See the Recovery Plan Annex.

-
- b. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate. See Functional Appendix 13. Tab A to Functional Appendix 1
 - c. Continue to maintain a record of disaster-related expenditures.
 - d. Transition to the Recovery Operations Plan.

SUCCESSION OF AUTHORITY

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization, or service function, is listed below, by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Director of Emergency Management 2. Deputy Director of Emergency Management 3. Emergency Management Coordinator 4. Chief of Police
County Administration	<ol style="list-style-type: none"> 1. County Administrator 2. Deputy Administrator, Human Services 3. Deputy Administrator, Community Development 4. Deputy Administrator, Management Services
Public Affairs	<ol style="list-style-type: none"> 1. Director 2. Assistant Director 3. Public Affairs Officer 1 4. Public Affairs Officer 2
Police Department	<ol style="list-style-type: none"> 1. Chief of Police 2. Deputy Chief 3. Uniformed Operations Bureau Commander 4. Investigations Bureau Commander
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Deputy Fire Chief (by Seniority) 3. Deputy Fire Chief (by Seniority) 4. Second Deputy Fire Chief
Sheriff	<ol style="list-style-type: none"> 1. Sheriff 2. Chief Deputy 3. Major of Courts 4. Major of Jail 5. Captain of Jail
Risk Management	<ol style="list-style-type: none"> 1. Director 2. Assistant Director 3. Loss Prevention Manager
Budget and Management	<ol style="list-style-type: none"> 1. Finance Manager 2. Budget Manager 3. Lead, Budget & Management Analyst

School System	1. Superintendent
	2. Deputy Superintendent
	3. Director of Administration and Support
Utilities	1. Director
	2. Assistant Director, Operations & Maintenance
	3. Engineering Supervisor, Technical Support
	5. Assistant Director, Engineering & Development
	6. Assistant Director, Finance & Administration
Health Department	1. Director
	2. Director of Nursing
	3. Business Manager
	4. Environmental Manager
	5. Nursing Supervisor
Social Services	1. Director
	2. Assistant Director of Social Work
	3. Asst. Director for Social Svcs. Administration/Finance
	4. Asst. Director for Benefit Programs
	5. Supervisors
General Services	1. Director
	2. Deputy Director
	3. Construction Manager
	4. Fleet Manager
Environmental Engineering	1. Director
	2. Chief of Administrative Services
	3. Drainage Superintendent
	4. Engineering Supervisor
Victim/Witness Program	1. Director
	2. Assistant Director
	3. Assistant Director
	4. Assistant Director (JDR)
	5. Assistant Director (JDR)
	6. Sr. Accounting Tech
	7. Program Assistant
Human Resource Management	1. Director
	2. Assistant Director
	3. Assistant Director
	4. Administrative Manager
Economic Development	1. Director
	2. Assistant Director
	3. Project Manager, Research & Technology
	4. Project Manager
	5. Project Manager
Human Resources	1. Director of Social Services
	2. Director of MH/MR/SA

	3.	Director of Parks & Recreation
	4.	Interagency Services Administrator
	5.	Loss Prevention Manager
Building Inspection	1.	Building Official
	2.	Assistant Building Official
	3.	Chief of Inspections
	4.	Commercial Inspections Supervisors
Community Corrections Svcs.	1.	Program Director
	2.	Sr. Probation Officer General District Court
	3.	Criminal Justice Planner
	4.	Day Recording Center Coordinator
	5.	Sr. Probation Officer J&DR Court
Real Estate Assessments	1.	Director
	2.	Assistant Director
	3.	Commercial Appraisal Supervisor
Information Services Technology	1.	Director
	2.	Assistant Director
	3.	Application Services Manager
	4.	Web Services Manager
	5.	Production Services Manager
Commissioner of Revenue	1.	Commissioner of Revenue
	2.	Chief Deputy Commissioner
	3.	Deputy Commissioner
	4.	Deputy Commissioner, Personal Property
Intergovernmental Relations	1.	Director
	2.	Assistant County Administrator
Chfld Historical Society of Va.	1.	Executive Director
	2.	Assistant Director
	3.	Administrative Assistant
	4.	Museum Shop Manager
Planning	1.	Director
	2.	Assistant Director, Development Review
	3.	Assistant Director, Plans & Information
	4.	Assistant Director, Zoning & Special Projects
	5.	Planning Administrator
Library	1.	Director
	2.	Assistant Director
	3.	Library Services Supervisors
Transportation	1.	Director
	2.	Assistant Director
	3.	Principal Engineer
Youth Services	1.	Director
	2.	Substance Abuse Prevention Specialist
MH/MR/SA	1.	Director
	2.	Assistant Director, Operations & Finance
	3.	Assistant Director, Clinic & Prevention Services
	4.	Assistant Director, Community Services

	5.	Chief of Program Evaluation
Parks & Recreation	1.	Director
	2.	Assistant Director – Parks
	3.	Assistant Director – Recreation
	4.	Chief of Financial Services
	5.	Chief of Parks
Accounting	1.	Director
	2.	Assistant Director (Payroll, A/P)
	3.	Assistant Director (General Accounting And Finance)
	4.	Accounting Manager
	5.	Financial Systems Manager
Juvenile Detention Home	1.	Director
	2.	Assistant Director
	3.	Program Manager
	4.	Administrative Secretary
	5.	Shift Coordinator
Internal Audit	1.	Director
	2.	Assistant Director
	3.	Assistant Director Schools
	4.	Senior EDP Auditor
Clerk to the BOS	1.	Clerk
	2.	Deputy Clerk
	3.	Assistant County Administrator
Circuit Court	1.	Clerk
	2.	Chief Deputy Clerk, Court Operations
	3.	Chief Deputy Clerk, Records & Administrative Ops.
	4.	Criminal Division Supervisor
Group Home	1.	Program Administrator
	2.	Assistant Program Administrator
Purchasing	1.	Director
	2.	Assistant Director
	3.	Senior Contract Administrator (2)
	4.	Senior Purchasing Officer
Commonwealth Attorney	1.	Commonwealth Attorney
	2.	Chief Deputy Commonwealth Attorney
	3.	Deputy Commonwealth Attorney
	4.	Deputy Commonwealth Attorney

FUNCTIONAL APPENDIX 2: EMERGENCY PUBLIC INFORMATION

MISSION

To keep the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to help save lives and protect property, and to provide information on health, safety, welfare, and relocation in the event of an actual emergency.

ORGANIZATION

The dissemination of emergency public information will be directed and controlled from the Chesterfield EOC by the Emergency Management Coordinator. The Public Information Officer is the EOC spokesperson who will work jointly with, and have official access to, local radio stations, television stations and newspapers.

The following officials and organizations are responsible:

County Administrator
Coordinator of Emergency Management
Director of Public Affairs

CONCEPT OF OPERATIONS

State-level emergency public information will be broadcast by the Emergency Broadcast System (EBS). The State EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service. Participating radio stations in the Chesterfield area are WRVA, Richmond, VA and WSSV, Petersburg, VA. Whenever there is a public "need to know," the Coordinator of Emergency Management should also access these local stations to advise the public concerning locally unique emergency public information.

The news media must assure that confusing or conflicting information is not disseminated to the public. They will, in effect, assume a special relationship to local government during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency. Reference Functional Appendix 16: Hazard Mitigation.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY PUBLIC INFORMATION

1. Normal Operations

- a. Establish a working arrangement between the Chesterfield EOC and local radio stations, television stations, cable stations and newspapers.
- b. Encourage local newspapers to periodically publish general information about those specific hazards which are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective action.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Monitor national and state level news coverage of the situation.
- b. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.
- c. Evaluate the situation. Consider putting out news releases when there is a public "need to know". The content should be coordinated with adjacent jurisdictions and the State EOC.
- d. Utilize local answer line and advise the public of the availability.
- e. Bring in trained information specialists to assist as needed.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. After coordination with the State EOC, begin to disseminate emergency public information via news releases to the local news media, maintaining contact with the emergency site.
2. If necessary, designate a phone number and personnel to handle citizen inquiries and advise public of the number.
3. Work toward the provision of emergency power at local EBS radio stations.
4. Maintain a record of all expenses throughout the emergency.

b. Response Phase - Disaster strikes. An emergency response is required to protect lives and property.

1. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.

2. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

a. Continue to keep the public informed concerning local recovery operations.

b. Assist the Health Department and others in disseminating public health notices, or other pertinent information if necessary.

 Tab A to Functional Appendix 2
EMERGENCY PUBLIC INFORMATION RESOURCES**I. Radio Stations**

WRNL-AM	Richmond	Emergency Generator	756-6400
WRXL-FM	Richmond	Emergency Generator	756-6400
WRVA-AM	Richmond	Emergency Generator	780-3400
WHAP-AM	Hopewell	No Generator	458-8518
WRVQ-FM	Richmond	Emergency Generator	649-9151
WXGI-AM	Richmond	No Generator	233-7666
WTVR-AM-FM	Richmond	No Generator	355-3217
WDYL-FM	Richmond	No Generator	748-6161
WKHK (95FM)	Richmond	Emergency Generator	330-5700
WCDX (92.7FM)	Richmond	Emergency Generator	730-2600
WPLZ (99.3FM)	Petersburg	No Generator	672-9300

II. TV Stations

WTVR-TV-6	Richmond	Emergency Generator	254-3600
WRIC-TV-8	Richmond	No Generator	330-8888
WWBT-TV-12	Richmond	No Generator	230-1212
WCVE-ECV-23	Richmond	Emergency Generator	320-1301
WRLH-TV-35	Richmond	No Generator	358-3535
Storer Cable	Chesterfield	No Generator	748-6206
Marcus Cable.	Cable Petersburg	No Generator	732-5522

III. Newspapers

Richmond Times Dispatch-Richmond	Emergency Generator	649-6000
Petersburg Progress Index-Petersburg	No Generator	732-3456

FUNCTIONAL APPENDIX 3: LAW ENFORCEMENT AND TRAFFIC CONTROL

MISSION

Establish policies and procedures for the provision of public warning, assist in traffic control, crime prevention and assist in security for vital facilities, supplies, and evacuated areas. Assist in communications for the direction and control of Emergency Operations.

ORGANIZATION

Law enforcement, communications and warning, search operations and traffic control are the responsibility of the Chesterfield Police Department.

The following organizations will assist with this responsibility:

Chesterfield Sheriff's Department
State Police

The Police Department is also responsible for effecting the evacuation of threatened areas as directed by the EOC. See Functional Appendix 7.

CONCEPT OF OPERATIONS

Procedures shall be developed for each of the following: the dissemination of warning to threatened areas, radio communications, security of essential facilities, and traffic control.

EMERGENCY MANAGEMENT ACTIONS - LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide law enforcement, warning and communications, and traffic control in time of emergency.

- a. Develop procedures for warning.
- b. Identify essential facilities and develop procedures to provide for their security in time of emergency.
- c. Assign emergency duties and provide training, as appropriate.

-
- d. Review and update plans and procedures, if necessary, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and be prepared to mobilize, if required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- 1. Alert all personnel.
- 2. When directed, implement evacuation procedures for threatened area (see Functional Appendix 7).
- 3. Provide traffic control and security, as required.

b. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

- 1. Work toward maintaining essential communications.
- 2. Provide traffic control and security, as required. Restrict access to evacuated areas. Provide for the security of essential facilities.
- 3. Conduct search operations, as required.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide traffic control and security, as required.
- b. Assist with identification of the dead, if required.
- c. Compile disaster-related expense records for law enforcement functions.

Tab A to Functional Appendix 3

LAW ENFORCEMENT RESOURCES

I. Personnel

- A. 1 Chief of Police
- B. 1 Deputy Chief (Major)
- C. 2 Major
- D. 5 Captains
- E. 16 Lieutenants
- F. 34 Sergeants
- G. 208 Patrol Officers
- H. 1 Asst Forfeiture Coordinator
- I. 2 Investigators
- J. 4 Juvenile Detective
- K. 41 Detectives
- L. 2 Police Training Officers
- M. 2 Crime Prevention Officers
- N. 2 Forensic Technicians
- O. 3 Polygraph Officer
- P. 1 Director of Administrative Services Operations
- Q. 1 Systems Analyst
- R. 1 Crime Analyst
- S. 1 Police Planner
- T. 2 Information Retrieval Specialist
- U. 2 Training Specialist
- V. 2 Police Aide
- W. 10 Data Entry Operators (8 full-time, 2 part-time)
- X. 8 Sr. Clerk Typist/Receptionists (6 full-time, 2 part-time)
- Y. 10 Secretaries
- Z. 1 Administrative Secretary
- AA. 1 Administrative Officer
- BB. 1 Child Safety Coordinator
- CC. 1 Data Entry Supervisor
- DD. 7 Animal Control Officers
- EE. 1 Animal Control Supervisor
- FF. 11 DARE Officers
- GG. 1 Systems Supervisor
- HH. 1 Kennelmaster
- II. 1 Police Financial Specialist
- JJ. 1 Police Recruiter

Total number of sworn positions: 343

Total number of all positions: 408

II. Equipment

Vehicles: 423

Radio Frequency: 860.2125

Alternate Frequencies: 859.2125
858.2125
857.2125
856.2125
860.3175
859.3175
858.3175
857.3175
856.3175

III. Facilities

A. Headquarters:

Phone No. (804) 748-1251

Chesterfield Police Department
10031 Ironbridge Road
Chesterfield, Virginia 23832

B. Emergency Communications:

Basement of County Administration Building
10031 Ironbridge Road
Chesterfield, Virginia 23832

C. Detention Facility:

Operated by Sheriff's Department

Chesterfield County Jail
Courthouse Road Extension
Chesterfield, Virginia 23832

--

FUNCTIONAL APPENDIX 4: ANIMAL PROTECTION PLAN

MISSION

To provide guidelines for the emergency handling of all types of animal problems that occur because of a disaster inherent with animal ownership, as well as with unowned or wild animals.

ORGANIZATION

The Police Department will have the responsibility for the control of animal related problems in any emergency. The Police Department will be assisted by the Fire Department, Emergency Medical Services (EMS) agencies, the Health Department, Humane Society and animal rescue groups.

CONCEPT OF OPERATIONS

Procedures shall be developed to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal; identification and reuniting pets with their owners; and protection of citizens from any dangers (illness or injuries) posed by domestic pets and/or wild animals during and after a disaster.

EMERGENCY MANAGEMENT ACTIONS - ANIMAL PROTECTION

1. Normal Operations

Develop and maintain plans to provide animal care and control in time of emergencies.

- a. Develop procedures for public information and education on animal disaster preparedness.
- b. Identify essential facilities and develop procedures to provide for their security in time of emergency.
- c. Assign emergency duties and provide training, as appropriate.
- d. Review and update plans and procedures, if necessary, as time permits.

--

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and be prepared to mobilize, if required.
- c. Request stand-by of volunteers.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Alert all personnel.
- b. Activate resources as needed.
- c. Activate Animal Care Units.
- d. Implement evacuation.

4. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

- a. Search, rescue and transport animals to shelters.
- b. Receive and care for animals.
- c. Identify, control and, if necessary, destroy animals that pose hazards to the well-being and safety of citizens.
- d. Register, tag and maintain accurate records.
- e. Maintain effective communications with the Emergency Operations Center, other shelters and field personnel.
- f. Provide food, water and waste disposal at the shelter.

--

4. Recovery

- a. Identify and dispose of dead animals.
- b. Reunite animals with owners.
- d. Long-term shelter of animals for homeless owners.
- e. Report disaster related expenses.
- f. Deactivate shelter.

--

**Emergency Operations Plan
Animal Protection Annex**

Resources:

Boarding Kennels

Baldwin Creek Boarding Kennels
Hull Street Road
Moseley VA 23120
739-2933

Bermuda Hundred Animal Hospital
302 E. Hundred Road
Chester VA 23831

Broughton's Boarding Kennels
929 Otterdale Road
Midlothian VA 23113

Chester Grooming Cottage
2603 Osborne Road
Chester VA 23831
748-6856

Courthouse Road Boarding Kennels
3530 S. Courthouse Road
Midlothian VA 23112
745-2323

Deep Woods Kennels
15725 N. Rhodes Lane
Chesterfield VA 23838
590-1344

Dog's Day Inn
213 Granite Springs Road
Richmond VA 23225

Holiday Barn Pet Hotel
900 Southlake Blvd
Midlothian VA 23112
794-5400

Midlothian Animal Clinic
14411 Somerville Court
Midlothian VA 23113
794-2099

Swift Creek Kennels
17700 Branders Bridge Road
Colonial Hgts, VA 23834
526-0202

Crematoriums

Midlothian Animal Clinic
Owen/Kim McFadden
14411 Sommerville court
Midlothian Virginia
794-2099

Sweet Dreams
20940 Jackson Lane
Amelia Virginia
561-6096

Feed Stores

Chesterfield Feed & Store
Jefferson Davis Hwy
Chester VA 23831
748-5310

Southern States - Harbor Point
13610 Hull Street Road
Midlothian VA 23112
739-1068

Southern States - Midlothian
1200 Alverser Drive
Midlothian VA 23112
379-8111

--

Wilson's Feed & Seed
2105 Hull Street
Richmond VA 23224
233-3011

Groomers

Bath & Biscuit
Market Square Brandermill
744-7447

Broughton's Boarding Kennels
929 Otterdale Road
Midlothian VA 23113
794-6923

Chester Grooming Cottage
2603 Osborne Road
Chester VA 23831

Dog & Cat Shoppe
6952 Hull Street Road
Richmond VA 23235
276-3558

Dog's Day Inn
213 Granite Road
Richmond VA 23225
745-7173

Gentle Touch Mobile Pet Grooming
7639 Hull Street Road
Richmond VA 23235
745-4437

Grooming Post
2726 Tinsley Drive
Richmond VA 23235
272-5448

Holiday Barn Pet Hotel

900 Southlake Blvd
Midlothian VA 23112
794-5400

Nip & Tuck Dog Shop
Midlothian Turnpike
Midlothian VA 23113
794-0737

Pet Care & Comforts Ltd.
11057 Hull Street Road
Midlothian VA 23112
674-0200

Pet Pro's
3046 Stoney Point Road
Richmond VA 23235
323-6444

Pet World
6527 Centralia Road
Chesterfield VA 23832

Landfills

Amelia
20221 Maplewood Road
Amelia Virginia
561-5187

Shoosmith Brothers
11800 Lewis Road
Chester Virginia
748-3311

Motels

Days Inn
6346 Midlothian Turnpike
Richmond, Virginia
794-4999

Days Inn - Chester

--

I-95, Exit 61A
2410 W. Hundred Road
Chester VA 23831
748-5871

Howard Johnsons (under 50 lbs.)
2401 W. Hundred Road
Chester Virginia
748-6321

Ramanda Inn/Petersburg
I-95, Exit 52
E. Washington Street
Petersburg Virginia
733-0730

Ramada Inn/South
I-95, Exit 64
2126 Willis Road
Richmond Virginia
271-1281

Pet Shops

Chester Pet Shop
2603 Osborne Road
Chester VA 23831
748-6856

Fish World
1164A Busy Street
Midlothian VA 23236
379-2466

Mostly Fish
13212 Midlothian Turnpike
Midlothian VA 23113
794-8449

Noah's Pets

14243 Midlothian Turnpike
Midlothian VA 23113
794-8449

Paradise Pets
12613 Jefferson Davis Hwy
Chester VA 23831
748-9191

Pet Club, The
2009 Huguenot Road
Richmond VA 23225
272-3540

Pet Pro's
3046 Stoney Point Road
Richmond VA 23235
323-0400

Pet Tails Discount Pet Center
11124 Hull Street Road
Midlothian VA 23112
744-8672

Pet World
6527 Centralia Road
Chesterfield VA 23832

Petland
11500 Midlothian Turnpike
Midlothian VA 23112
379-3323

PetsMart
8535 Midlothian Turnpike
Richmond VA 23235
320-1182

Rare Earth, Inc.
8223 Hull Street Road
Richmond Va 23235
674-9390

--

Richmond Aquarium
13904 Beechwood Pointe Road
Midlothian VA 23112
639-7871

National Vol. Organizations Active In
Disasters
2850 Kalamazoo S.E.
Grand Rapids, MI 49560
Jim Bobb
(609)452-1326

Nat'l Emergency Managers Assoc.
Elizabeth Armstrong
7297 Lee Highway
Falls Church VA 22042
(703)533-7672

American Red Cross
National Headquarters
431 18th Street
Washington DC 20006
(202)639-3393

The Salvation Army
Major Peacock
615 Salters Lane
Alexandria VA 22304
(703)684-5500

Nat'l Institute of Mental Health
5600 Fishers Lane
Rockville MD 20857
(301)443-3367

American Critical Stress Foundation's
Internat'l Critical Incident Stress Debriefing
P. O. Box 204
Ellicott City MD 21041
(410)750-0856

American Veterinary Medical Assoc.

Federal Emergency Management Agency
500 'C' Street SW
Washington DC 20472
(202)646-2500
Dr. Arthur Tennyson, DVM
930 Meacham Road
Schaumber IL 60196
(800)248-2862

Stables

Suites UZ Farms
James Applewhite
7600 Applewhite Lane
Chesterfield, Virginia
748-5521

Wingergate (up to 10 equines)
6030 Woolridge Road
Midlothian, Virginia
739-2454

Windy Oaks Stables
Jerry Silverthorn
Nash Road
Chesterfield, Virginia
790-1485

Veterinaries

Academy Veterinary Clinic
M. Jones
17023 Jefferson Davis Hwy
Colonial Heights, VA 23834
526-6567

Animal Care Associates, Inc.
Gary Ackerman

--

2403 Boulevard
Colonial Heights, Virginia 23834
526-9852

Baldwin Creek Animal Hospital
Bermuda Hundred Animal Hospital
Carter Burkey
302 East Hundred Road
Chester, Virginia 23831

Bon Air Animal Hospital
Gary Zavik
7546 Midlothian Turnpike
Richmond VA 23225
276-5554

Cardinal Veterinary Clinic
JoAnne Baldwin
11518 Allecingie Parkway
Richmond VA 23235

Centralia Crossing Veterinary Clinic
Shirley Bunting
9819 Chester Road
Chester VA 23831
768-4212

Chester Animal Clinic
Taylor Lyne
12021 Ironbridge Road
Chester VA 23831
748-2244

Courthouse Road Animal Hospital
3530 Courthouse Road
745-2323

Dr. Bill's Pet Infirmary
William Pecoraro
13995 Hull Street Road
Midlothian VA 23112

Elam Animal Hospital

Glenn Deckert
16500 Hull Street
Moseley Virginia 23120
739-2933

Nick Elam
1403 Anderson Hwy
Powhatan VA 23139
794-4105

Five Forks Veterinary Clinic
Collen Kida
9610 Newbys Bridge Road
Chesterfield VA 23832
768-2287

Ironbridge Animal Hospital
William Dunnivant
7540 Ironbridge Road
Richmond Virginia
743-1704

Midlothian Animal Clinic
Owen/Kim McFadden
14411 Sommerville Court
Midlothian, Virginia 23113
794-2099

Old Dominion Animal Clinic of Chester
Thomas Rohlk
4312 W. Hundred Road
Chester VA 23831
796-3647

Oxbridge Veterinary Clinic
Richard Kitterman
10005 Hull Street Road
Richmond VA 23236
745-4243

Pocoshock Animal Hospital
Charles Hickey

--

2801 Turner Road
Richmond VA 23224
745-3276

Mike Anthony
906 Southlake Blvd
Midlothian VA 23112

Stonehenge Veterinary Hospital
Swift Creek Animal Hospital
Craig Nofzinger
806 Fox Chase Lane
Midlothian VA 23112

Birds, mammals, fawns & raptors
Varina VA
236-4629/272-7544

Zoos

Sycamore Veterinary Hospital
Marybeth Terrell
13137 Midlothian Turnpike
Midlothian VA 23112
794-3778

County Fair Grounds
Courthouse Road and Krause Road
Chesterfield Virginia

Town & Country Veterinary Clinic
Richard Jordan
7416 Woodpecker Road
Chesterfield VA 23832
748-9030

Richmond Metro Zoo
Jim Andelin
8300 Beaver Bridge Road
Moseley Virginia
739-5666

Wildlife Rehabilitation

Debbie & Bill Pupa
Raptors, birds, mammals & rabies species
1811 Capeway Road
Powhatan VA 23139
598-7615/598-6308

Collen Harlow
Older mammals
6209 Mockingbird Lane
Midlothian VA 23112
639-7719

Chris Linardos
Reptiles, mammals, rabies species
2847 Corso Drive
Powhatan VA 23139
598-5148

Laura Schoolcraft

FUNCTIONAL APPENDIX 5: EMERGENCY COMMUNICATIONS

Emergency preparedness requires effective emergency communications to tie together emergency service initiation, emergency management, emergency response and public notifications. The following plan is established to meet such a requirement.

MISSION

To receive and dispatch calls for assistance, assist with notification of the public, coordinate emergency communications, and any other assigned task during an emergency. To provide a central point of notification for Emergency Management personnel.

ORGANIZATION

The Chesterfield Emergency Communications Center is the link between the citizens of the County and emergency services agencies. The Communications Center will coordinate with the Emergency Operations Center staff in the event of a full scale emergency operation.

The Communications Center is staffed with 75 full-time and 5 part-time professional dispatchers.

CONCEPT OF OPERATIONS

The Chesterfield Emergency Communications Center is capable of receiving requests for service from the public and adjoining jurisdictions. Dispatch services are provided for Chesterfield County Police, Chesterfield County Fire and Emergency Medical Services and Volunteer Rescue Squads. Communicating with various other state and local agencies is another capability.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY COMMUNICATIONS

1. Normal Operations

- a. Develop and maintain plans and procedures to provide emergency communications services in time of an emergency.
- b. Review and update plans and procedures, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and keep all essential personnel notified.

-
- c. Check all communications equipment.

- 3. Emergency Operations

- a. Mobilization Phase

- 1. Alert all personnel to stand-by status.
 - 2. Begin to implement record keeping of all incurred expenses and continue for duration of emergency.

- b. Response Phase

- 1. Follow established procedures for dispatching calls for service.
 - 2. Work toward maintaining essential communications.
 - 3. Coordinate responses of all agencies along with the Emergency Operations Center.

- 4. Recovery (See Recovery Plan Annex)

- a. Continue to provide essential services as required.
 - b. Assist in compiling records for the disaster (Audio tapes, logs, maps, etc..)
 - c. Compile disaster-related expense records for emergency communication functions.

EMERGENCY COMMUNICATIONS RESOURCES

I. Personnel

- a. 1 Director of Emergency Communications
 - b. 1 Operations Manager
 - c. 1 Support Operations Manager
 - d. 1 Sr. Automation Analyst
 - e. 1 CAD Administrator
 - f. 1 Training Facilitator
 - g. 1 Administrative Supervisor
 - h. 1 Quality Assurance Supervisor
 - i. 1 Secretary
 - j. 7 Communications Shift Supervisors
 - k. 6 Assistant Communications Supervisors
 - l. 63 Emergency Communications Officers
- Total number of positions: 84

II. Equipment	203.5	Code Squelch Tone for all frequencies
Radio Frequencies:	860.2125	800 MHz Radio System
	859.2125	800 MHz Radio System
	858.2125	800 MHz Radio System
	857.2125	800 MHz Radio System
	856.2125	800 MHz Radio System
	860.2375	800 MHz Radio System
	859.2375	800 MHz Radio System
	858.2375	800 MHz Radio System
	857.2375	800 MHz Radio System
	856.2375	800 MHz Radio System
	860.7625	800 MHz Radio System
	859.7625	800 MHz Radio System
	858.7625	800 MHz Radio System
	857.7625	800 MHz Radio System
	856.7625	800 MHz Radio System
	860.9375	800 MHz Radio System
	859.9375	800 MHz Radio System
	858.9375	800 MHz Radio System
	857.9375	800 MHz Radio System
	856.9375	800 MHz Radio System
	154.160	Fire Paging (transmit only)
	46.46	Fire Paging
	46.34	Fire Paging
	155.265	Rescue Paging
	153.965	County Wide
	154.875	Old Police Ch. 2
	155.625	Old Police Ch. 3
	155.565	Old Police Ch. 4

	155.640	Old Police Ch. 5
	155.070	Old Police Ch. 6
	39.54	S.I.R.S.
	47.42	American Red Cross
	45.32	School Board Maintenance
	155.235	School Board Transportation
Transmit	Receive	
156.015	154.995	Utilities Inspection
156.015	154.995	Building & Grounds
156.015	154.995	Construction Management
156.015	154.995	Sanitation
156.015	154.995	C.E.S.
154.055	153.920	Utilities Operations
153.815	155.700	Engineering
153.815	155.700	Parks & Recreation
153.815	155.700	License Inspector

III. Facilities

- a. Emergency Communications Center
6610 Public Safety Way
Chesterfield, Virginia 23832
- b. Back-up Communications Center
Second Floor of Fire Station 15
7300 Airfield Drive
Richmond, Virginia 23237

FUNCTIONAL APPENDIX 6: MEDICAL, HEALTH, AND RESCUE

MISSION

To provide coordination between emergency medical calls, health services and emergency rescue services to help save lives in time of emergency.

ORGANIZATION

Emergency health services which includes physicians, nursing staff and other agency coordination can be provided by the Director of the Health Department and the department's permanent staff.

The Local/Regional Hospitals provide emergency medical care to all area residents. Volunteer rescue squads and Fire and EMS will provide emergency medical transportation emergency medical care, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist with mortuary operations as required.

CONCEPT OF OPERATIONS

During a threatened or actual emergency, health, medical and rescue services will be coordinated from the EOC by the Director of Health, or his designated representative. Should the disaster area extend into surrounding jurisdictions, coordination will be effected through the Chesterfield County EOC.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions or by requesting additional EMS resources.

Essential public health services, such as food and water inspections, will be provided by the local Health Department as augmented by State-level resources and manpower. Public health advisories will be issued only after coordination with the local Coordinator/Public Information Officer at the EOC.

It may become necessary to set up a temporary medical aid station at the designated Evacuation Assembly Center to supplement the hospital. In the beginning, staffing should consist of one medical doctor, two registered nurses, four EMT's, and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral

Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster.

During periods of threatening or actual emergency situations, the Health Department is responsible for:

1. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Coordinator of Emergency Services so that the public may be warned and precautionary actions taken.

2. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions which could lead to a disease outbreak.
- b. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

3. Sanitary Engineering of Sewage and Waste Disposal

- a. Provide information, assistance, and standards for emergency waste water treatment problems.
- b. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (i.e. burning).

4. Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for potability, including municipal systems and wells.
- b. Assist in assessing damage to water treatment facilities.
- c. Issue guidelines on the maintenance of a safe water supply and request, through the Coordinator of Emergency Services, the acquisition of portable distribution and disinfecting equipment, if required.
- d. Determine the safety and wholesomeness of available food and milk supplies.
- e. Embargo damaged and contaminated food supplies and coordinate with the State

Department of Agriculture and Consumer Services on their destruction or disposal.

- f. Request assistance through the Coordinator of Emergency Services for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.

5. Control of Hazardous Substances (See Functional Appendix Hazardous Materials Plan)

- a. Identify affected (or suspected) contamination area(s) and request the Police Department to secure the area(s) to protect citizens.
- b. Request special assistance through the Coordinator of Emergency Services if the situation caused by hazardous materials is of the magnitude and seriousness which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.
- c. Notify Chesterfield County Hazardous Incident Team.

6. Identification of the Dead and Mortuary Operations

- a. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
- b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
- c. Obtain a suitable facility for use as a temporary morgue, if required.
- d. Coordinate with Chesterfield Police Department.

EMERGENCY MANAGEMENT ACTIONS - MEDICAL, HEALTH, AND RESCUE

1. Normal Operations

- a. Designate an individual to coordinate medical, health, and rescue services.
- b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
- c. Establish a working relationship and review emergency roles with the local hospital and rescue squads.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

-
- a. Review and update plans and procedures.
 - b. Alert personnel.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. The Director of the Health Department or his representative should report to the EOC to coordinate health services.
2. A Fire Department and Rescue Squad representative should report to the EOC to coordinate, medical emergency and emergency transportation.
3. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
4. Maintain a record of disaster-related expenses for medical, health and rescue.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide health services and coordinate medical services. Assist the State Medical Examiner's Office in identification and disposition of the deceased.
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

Tab A to Functional Appendix 4

I. Bensley-Bermuda Volunteer Rescue Squad

- A. **Site Location:**
- | |
|-------------------------------------------------------|
| P.O. Box 657, Chester, VA 23831 (mailing) |
| Company 1 2500 Rio Vista Street, Chester, VA 23831 |
| Company 2 5400 Jefferson Davis Hwy, Richmond VA 23234 |
| Company 3 Walthall Industrial Parkway |

B. **Communication**

1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - WXF-796.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
2. Telephone Number - Office: 748-6122; Emergency: 911
Station I - 271-0149 Station II 520-7788
3. 24 hour Dispatcher through Emergency 911

C. **Equipment**

1. 7-Ambulances
2. 1-Crash Truck
3. 2-Boats
4. 1-Quick Response Automobile
5. 1-Utility Vehicle
6. 1-10,000 watt Trailer Mounted Generator
7. 1-Communications Vehicle

II. Ettrick-Matoaca Volunteer Rescue Squad

- A. **Site Location:** 5711 River Road, Matoaca, VA 23803

B. **Communication**

1. Radio Frequency - Mobile
 - a. VHF - 155.265: Rescue; Call Sign - KYD-930.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:

North Tact:

2. Telephone Number - Office: 590-2104; Emergency: 911
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 4-Ambulances
2. 1-Quick Response Automobile

III. Forest View Volunteer Rescue Squad

- A. Site Location:** P.O. Box 36153, Richmond, VA 23235 (mailing)
5327 Forest Hill Ave., Richmond, VA 23225

B. Communication

1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign: KBZ-717.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 232-8971
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 2-Ambulances (ALS Equipped)
2. 1-Ambulances (4 wheel drive)

Sub-Station - Forest View Volunteer Rescue Squad #2

- A. Site Location:** P. O. Box 36153, Richmond, VA 23235
901 Grove Road, Midlothian, VA 23113

B. Communication

- 1, Radio Frequency
 - a. VHF- 155.265: Rescue; Call Sign - KBZ-717.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide

-
- b. 800 - Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 794-8258

3. 24 hour Dispatcher through Emergency 911

C. Equipment

- 1. 2-Ambulances (ALS equipped)
- 2. 1-Quick Response Vehicle (ALS equipped/4 wheel drive)

Sub-Station - Forest View Volunteer Rescue Squad #3

- 2. Site Location: P. O. Box 36153, Richmond, VA 23235
8008 Midlothian Turnpike, Richmond VA 23235

B. Communication

- 1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - KBZ-717.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide

- b. 800 - Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 330-2574; Fax: 272-1969

C. Equipment

- 1. 3-Ambulances (ALS equipped)
- 2. 1-Light Crash Truck
- 3. 1-Heavy Duty Crash Truck
- 4. 1-Utility Vehicle (Cell Phone # 690-2089)

IV. Manchester Volunteer Rescue Squad

- A. **Site Location:** P.O. Box 198, Chesterfield, VA 23832 (mailing)
3500 Courthouse Road, Richmond, VA 23236

Sub-Station: 7810 Winterpock Road, Midlothian VA 23112

B. Communication

- 1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - KQO-958.
153.965: Countywide

-
- b. 800 - 155.340: H.E.A.R.
155.205: Statewide
Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 745-0770; Emergency: 911

3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 6-Ambulances
2. 1-Crash Truck
3. 1-Utility Vehicle
4. 1-Boat
5. ALS Equipped Quick Response Vehicle
6. 1-Light Crash Truck

Sub-Station - Hull Street Road

A. **Site Location:** 17707 Hull Street Road, Moseley, VA 23120

B. Communications

1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - KQO-958.
155.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
2. Telephone Number - Office 739-0797; Emergency : 911
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 2-Ambulances

V. Chesterfield Fire Department - Ambulances

A. **Site Location:** 10031 Ironbridge Road, Chesterfield, VA 23832
Fire Station 3 - 2835 Dundas Road, Richmond, VA 23234
Fire Station 8 - 21500 Pickett Ave., Matoaca VA 23803

Fire Station 11 - 5611 Ironbridge Road, Richmond VA 23234

Fire Station 15 - 7300 Airfield Drive, Richmond VA 23237

Fire Station 16 - 3030 Watercove Road, Midlothian VA 23112

B. Communications:

1. Radio Frequency

a. 800 MHZ - Rescue Dispatch
 Operational Tacs

b. VHF - 155.265 Rescue
 153.965 Countywide
 155.340 H.E.A.R.
 155.205 Statewide

C. Equipment:

1. 5-Ambulances
2. 3-Heavy Tactical Rescue Units
3. 3-Zodiac Boats
4. 1-22' Boston Whaler
5. 1-Quick Response Vehicle
6. 3-Light Support Units (Includes 2 Heavy Tactical Vehicles above)

FUNCTIONAL APPENDIX 7: FIRE PROTECTION

MISSION

To prevent and suppress fires, provide Basic and Advanced Life Support Emergency Medical Services, Technical Rescue Services and respond to hazardous materials incidents, thereby preventing or minimizing the loss of life and property, and to assist with rescue, warning, and other operations as required in time of emergency.

ORGANIZATION

The Fire Chief or a Fire and EMS representative will coordinate the response of Fire provide EMS, performing technical rescue and will be a part of the EOC staff which will assist with the overall direction and control of emergency operations.

Chesterfield Fire and EMS is staffed with approximately 334 full-time personnel and 380 volunteer firefighters.

CONCEPT OF OPERATIONS

Chesterfield Fire and EMS is capable of suppressing all types of fires and responding to a hazardous substances incident (see Functional Annex Hazardous Materials Emergency Plan).

Should an emergency demand greater resources than are available within the County, fire departments in nearby jurisdictions will assist. Likewise, Chesterfield Fire and EMS will assist other jurisdictions when needed. All such assistance should be in accordance with existing mutual aid agreements and the Statewide Mutual Aid Agreement, approved by the Board of Supervisors on November 21, 2000.

Chesterfield Fire and EMS maintains its own equipment and supplies.

EMERGENCY MANAGEMENT ACTIONS - FIRE SERVICE

1. Normal Operations
 - a. Develop and maintain plans and procedures to provide fire services in time of emergency.
 - b. Review and update plans and procedures, as time permits.
2. Increased Readiness - A natural or man-made disaster is threatening the local area.

Alert on-duty personnel.

Identify status of vehicles and equipment.

3. Emergency Operations

a. Mobilization Phase - Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Alert personnel to stand-by status.
2. Begin to implement record keeping of all incurred expenses for fire and hazardous materials related incidents and continue for the duration of the emergency.
3. Check firefighting and communications equipment.
4. The Fire Chief or his representative should report to the EOC and assist with emergency operations.
5. As the situation worsens, alert and assign duties to all personnel. Fire and EMS personnel may be requested to assist with warning and evacuation.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Follow established procedures in responding to fires or hazardous materials incidents.
2. For other disasters:
 - a. Continue to assist with evacuation as required.
 - b. Assist with ground search and rescue, if requested.
3. Record disaster-related expenses for fire service functions.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide essential services as required.
- b. Continue search and rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses for fire service functions.

Tab A to Functional Appendix 5
FIRE SERVICES RESOURCES

I. Radio Frequency - 800 MHZ (all units).

II. Station Locations

A. Station No. or District - 1

1. Address - 4325 Old Hundred Road, Chester, VA 23831
2. Telephone No. - 748-5100

B. Station No. or District - 2

1. Address - 7541 Hull Street Road, Richmond, VA 23235
2. Telephone No. - 276-4444

C. Station No. or District - 3

1. Address - 2836 Dundas Road, Richmond, VA 23234
2. Mailing: P.O. Box 34091, Richmond, VA 23234
3. Telephone No. - 275-0267

D. Station No. or District - 4

1. Address - 2600 Polo Parkway, Midlothian, VA 23113
2. Telephone No. - 379-1062

E. Station No. or District - 5

1. Address - 13420 Midlothian Turnpike, Midlothian, VA 23113
2. Mailing - P.O. Box 1026, Midlothian VA 23113
3. Telephone No. - 794-5502

F. Station No. or District - 6

1. Address - 1920 East Hundred Road, Chester, VA 23831
2. Telephone No. - 530-1387

G. Station No. or District - 7

1. Address - 13810 Hull Street Road, Midlothian, VA 23113
2. Telephone No. - 739-2208

H. Station No. or District - 8

1. Address - 21500 Pickett Avenue, Matoaca, VA 23803
2. Telephone No. - 590-2100

I. Station No. or District - 9

1. Address - 8001 Buford Court, Richmond, VA 23235
2. Telephone No. - 272-9159

J. Station No. or District - 10

1. Address - 2101 Adkins Road, Richmond, VA 23236
2. Telephone No. - 276-3696

K. Station No. or District - 11

1. Address - 5811 Ironbridge Road, Richmond, VA 23234
2. Telephone No. - 271-9544

L. Station No. or District - 12

1. Address - 21200 Chesterfield Avenue, Ettrick, VA 23803
2. Telephone No. - 526-5651

M. Station No. or District - 13

1. Address - 10630 River Road, Chesterfield, VA 23832
2. Telephone No. - 590-1577

N. Station No. or District - 14

1. Address - 2711 W. Hundred Road, Chester, VA 23831
2. Telephone No. - 748-4383

O. Station No. or District - 15

1. Address - 7300 Airfield Drive, Richmond VA 23237
2. Telephone No. - 743-8956

P. Station No or District - 16

1. Address - 3030 Watercove Road, Midlothian VA 23112
2. Telephone No. - 744-6990

Q. Station No or District - 17

1. Address – 9501 Chester Road, Richmond VA 23237
2. Telephone No. – 279-0502

III. Equipment List by station shown on Attachment 1 to Tab A.

IV. Personnel List by station shown on Attachment 2 to Tab A.

FUNCTIONAL APPENDIX 7: FIRE PROTECTION

MISSION

To prevent and suppress fires, provide Basic and Advanced Life Support Emergency Medical Services, Technical Rescue Services and respond to hazardous materials incidents, thereby preventing or minimizing the loss of life and property, and to assist with rescue, warning, and other operations as required in time of emergency.

ORGANIZATION

The Fire Chief or a Fire and EMS representative will coordinate the response of Fire provide EMS, performing technical rescue and will be a part of the EOC staff which will assist with the overall direction and control of emergency operations.

Chesterfield Fire and EMS is staffed with approximately 334 full-time personnel and 380 volunteer firefighters.

CONCEPT OF OPERATIONS

Chesterfield Fire and EMS is capable of suppressing all types of fires and responding to a hazardous substances incident (see Functional Annex Hazardous Materials Emergency Plan).

Should an emergency demand greater resources than are available within the County, fire departments in nearby jurisdictions will assist. Likewise, Chesterfield Fire and EMS will assist other jurisdictions when needed. All such assistance should be in accordance with existing mutual aid agreements and the Statewide Mutual Aid Agreement, approved by the Board of Supervisors on November 21, 2000.

Chesterfield Fire and EMS maintains its own equipment and supplies.

EMERGENCY MANAGEMENT ACTIONS - FIRE SERVICE

1. Normal Operations
 - a. Develop and maintain plans and procedures to provide fire services in time of emergency.
 - b. Review and update plans and procedures, as time permits.
2. Increased Readiness - A natural or man-made disaster is threatening the local area.

Alert on-duty personnel.

Identify status of vehicles and equipment.

3. Emergency Operations

a. Mobilization Phase - Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Alert personnel to stand-by status.
2. Begin to implement record keeping of all incurred expenses for fire and hazardous materials related incidents and continue for the duration of the emergency.
3. Check firefighting and communications equipment.
4. The Fire Chief or his representative should report to the EOC and assist with emergency operations.
5. As the situation worsens, alert and assign duties to all personnel. Fire and EMS personnel may be requested to assist with warning and evacuation.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Follow established procedures in responding to fires or hazardous materials incidents.
2. For other disasters:
 - a. Continue to assist with evacuation as required.
 - b. Assist with ground search and rescue, if requested.
3. Record disaster-related expenses for fire service functions.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide essential services as required.
- b. Continue search and rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses for fire service functions.

Tab A to Functional Appendix 5
FIRE SERVICES RESOURCES

I. Radio Frequency - 800 MHZ (all units).

II. Station Locations

A. Station No. or District - 1

1. Address - 4325 Old Hundred Road, Chester, VA 23831
2. Telephone No. - 748-5100

B. Station No. or District - 2

1. Address - 7541 Hull Street Road, Richmond, VA 23235
2. Telephone No. - 276-4444

C. Station No. or District - 3

1. Address - 2836 Dundas Road, Richmond, VA 23234
2. Mailing: P.O. Box 34091, Richmond, VA 23234
3. Telephone No. - 275-0267

D. Station No. or District - 4

1. Address - 2600 Polo Parkway, Midlothian, VA 23113
2. Telephone No. - 379-1062

E. Station No. or District - 5

1. Address - 13420 Midlothian Turnpike, Midlothian, VA 23113
2. Mailing - P.O. Box 1026, Midlothian VA 23113
3. Telephone No. - 794-5502

F. Station No. or District - 6

1. Address - 1920 East Hundred Road, Chester, VA 23831
2. Telephone No. - 530-1387

G. Station No. or District - 7

1. Address - 13810 Hull Street Road, Midlothian, VA 23113
2. Telephone No. - 739-2208

H. Station No. or District - 8

1. Address - 21500 Pickett Avenue, Matoaca, VA 23803
2. Telephone No. - 590-2100

I. Station No. or District - 9

1. Address - 8001 Buford Court, Richmond, VA 23235
2. Telephone No. - 272-9159

J. Station No. or District - 10

1. Address - 2101 Adkins Road, Richmond, VA 23236
2. Telephone No. - 276-3696

K. Station No. or District - 11

1. Address - 5811 Ironbridge Road, Richmond, VA 23234
2. Telephone No. - 271-9544

L. Station No. or District - 12

1. Address - 21200 Chesterfield Avenue, Ettrick, VA 23803
2. Telephone No. - 526-5651

M. Station No. or District - 13

1. Address - 10630 River Road, Chesterfield, VA 23832
2. Telephone No. - 590-1577

N. Station No. or District - 14

1. Address - 2711 W. Hundred Road, Chester, VA 23831
2. Telephone No. - 748-4383

O. Station No. or District - 15

1. Address - 7300 Airfield Drive, Richmond VA 23237
2. Telephone No. - 743-8956

P. Station No or District - 16

1. Address - 3030 Watercove Road, Midlothian VA 23112
2. Telephone No. - 744-6990

Q. Station No or District - 17

1. Address – 9501 Chester Road, Richmond VA 23237
2. Telephone No. – 279-0502

III. Equipment List by station shown on Attachment 1 to Tab A.

IV. Personnel List by station shown on Attachment 2 to Tab A.

FUNCTIONAL APPENDIX 8: EVACUATION

MISSION

To provide evacuation of persons from threatened areas when their lives are endangered by a potential or actual disaster.

ORGANIZATION

The Director of Emergency Management is normally responsible for making the decision to order evacuation. However, in the event of a fire or hazardous materials incident, the first responder, or the Fire Chief when he arrives at the scene, may order evacuation. The Police Department, assisted by the Fire Department, is responsible for effecting evacuation. The Superintendent of Schools, assisted by the Social Services Department and the American Red Cross, is responsible for the reception and care of evacuees (see Functional Appendices 7 and 8).

The Superintendent of Schools will provide school buses and drivers for the transportation of evacuees to the Evacuation Assembly Center, if required. The Public Information Officer will notify media of plans to evacuate.

CONCEPT OF OPERATIONS

Based on a hazards analysis of the County, flooding and hazardous substances incidents are primary hazards. Flooding of the Appomattox and James Rivers may require the evacuation of low-lying areas. Hazards attendant to manufacturing, such as chemical spills, air pollution, and fires, may also require the evacuation of selective areas.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio and TV. Also, the Police Department, assisted as necessary by the Fire and EMS, Sheriff's Department and rescue squads, will use mobile loudspeakers to insure that all residents in the threatened areas have received the evacuation warning.

All Chesterfield County schools will be available for use as designated Evacuation Assembly Centers. Selected schools will be opened to receive and care for evacuees

Pharmacies and other vital facilities in the evacuation area should be directed to remove critical records and files to safe locations for use and access during the emergency.

Evacuees should be advised to take the following items with them if time and circumstances permit; one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department will provide security of the evacuated area.

Should an accident requiring evacuation occur at any one of the industrial plants, the County will provide assistance as required. Should an accident require large-scale evacuation, the County may need to coordinate with surrounding jurisdictions to receive and care for evacuees in designated Evacuation Assembly Centers, which are well beyond the affected area.

EMERGENCY MANAGEMENT ACTIONS - EVACUATION

1. Normal Operations

- a. Delineate hazard-prone areas that may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.
- c. Review and update plans and procedures, as time permits.
 1. Delineate the specific areas which may need to be evacuated and designate evacuation routes.
 2. Make a list of potential evacuees, if feasible.
 3. Prepare news releases.
 4. Anticipate and resolve special problems, such as evacuating nursing homes, schools, etc.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert personnel to stand-by status.
- b. Begin keeping records of all evacuation related expenses incurred and continue for the duration of the emergency.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Implement evacuation. Disseminate warning via radio/TV news releases and via mobile loudspeakers.
2. The EOC staff should maintain a log of emergency operations, noting the time each

area or family is alerted to the evacuation order.

3. Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
4. Advise the State EOC of the order to evacuate and again when evacuation has been completed.
5. Record log of families and persons in shelters.
6. Record disaster-related expenses for evacuation functions.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Complete evacuation.
2. Consider expanding the evacuation area, if necessary.
3. Continue to provide security and access control for the evacuated area.
4. Record disaster-related expenses.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses for evacuation functions.

FUNCTIONAL APPENDIX 9: EMERGENCY ROAD CLEARING

MISSION

To assist public safety by performing emergency road clearance during disasters or severe emergencies.

ORGANIZATION

The departments of Environmental Engineering and Parks and Recreation with assistance from Utilities and Sheriff Office will have the responsibility for emergency road clearing during and immediately after a disaster. These departments will provide assistance in the event that the Virginia Department of Transportation is unable to adequately perform this task to ensure the operation of emergency public safety vehicles.

CONCEPT OF OPERATIONS

Procedures shall be developed to handle the deployment of teams of personnel trained in the use of chainsaws and with access to vehicles with emergency amber lights. These procedures include establishing these teams, training and safety, resource management and equipment inventory.

EMERGENCY MANAGEMENT ACTIONS

1. Normal Operations

Develop and maintain plans to provide emergency road clearing in time of disasters.

- a. Develop procedures for teams to respond to roads blocked by debris.
- b. Identify essential equipment, amber light vehicles and personnel to be used by the teams.
- c. Assign emergency duties and provide training, as appropriate.
- d. Review and update plans and procedures, if necessary, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and be prepared to mobilize, if required.
- c. Request stand-by of predetermined teams.

1. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

Alert all personnel.

1. Activate resources as needed.

b. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

1. Respond to request from public safety or the Emergency Operations Center for response to roads closed by debris.
1. Gather vehicles, personnel and equipment to activate teams.
2. Activate teams to respond to a staging area to be dispatched for road closing.
3. Maintain effective communications with the Emergency Operations Center and public safety personnel.
4. Collect disaster related expenses and report to Disaster Recovery Team.

4. Recovery (See Recovery Plan Annex)

1. Report disaster related expenses.
2. Deactivate teams.

FUNCTIONAL APPENDIX 10: LODGING

MISSION

To receive and care for persons who have evacuated and elect to stay at congregate care facilities, either from a high risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Superintendent of Schools, assisted by the Social Services Department and the American Red Cross, is responsible for the facility for evacuees. Public school employees will be assigned support tasks.

CONCEPT OF OPERATIONS

Flooding and hazardous substances incidents are the most likely potential hazards. These and other hazards may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, reception and care can be provided at the designed school, and lodging can be obtained at local motels. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator decides that a larger facility is required, he will advise the Superintendent of Schools. The Superintendent of Schools will then activate local schools as the Evacuation Assembly Centers and will designate managers to be responsible for operations at these facilities. The manager will, in turn, receive and care for the assigned number of evacuees. Assistance will be provided by the Social Services Department and the American Red Cross. (See Appendix 11) Adequate records must be maintained for all costs incurred, in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - LODGING

1. Normal Operations

Develop plans and procedures to receive an indeterminate number of evacuees.

- a. Designate Evacuation Assembly Center(s). Determine maximum capacities for each.
- b. Designate key staff personnel.

-
- c. Centers that will display American Red Cross signage must be preapproved by the American Red Cross.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Confirm task assignments and alert key personnel to stand-by status.
 - 2. Prepare the necessary forms.
 - 3. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- b. Begin record keeping of disaster-related expenses for lodging related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. When advised of the evacuation order by the Coordinator/Fire Chief or by the Police Chief or his designee, activate the Evacuation Assembly Centers or activate agreements for other lodging, as required.

4. Response Plan

- a. Provide transportation, as required.
- b. Provide periodic reports to the local EOC.

5. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the lodging of displaced persons, as required and applicable.
- b. Consolidate and report disaster-related expenses for lodging functions.

FUNCTIONAL APPENDIX 11: SHELTERING AND CARE

MISSION

To shelter and care for persons who have evacuated and elect to stay at congregate care facilities, either from a high risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Social Services Department, assisted by the American Red Cross, is responsible for shelter management and care of evacuees.

CONCEPT OF OPERATIONS

Flooding and hazardous substances incidents are the most likely potential hazards. These and other hazards may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, of approximately 20 people or less, sheltering and care will be provided by the American Red Cross at local hotels. In the event of a large-scale evacuation of residents or when the Coordinator decides that a larger facility is required, he will advise the Director of Social Services. The Director of Social Services will activate the Shelter Management teams and dispatch them to the Evacuation Assembly Centers designated by the Superintendent of Schools.

Evacuees and shelter management and staff will be advised to bring the following items with them, if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms should be completed for each family. Records should be maintained on the whereabouts of all evacuees throughout emergency operations. Food and clothing will be provided by the American Red Cross, lodging and welfare services by the Department of Social Services. Daily situation reports should be provided to the local EOC about the status of evacuees, and of operations at the Evacuation Assembly Center. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - SHELTER AND CARE

1. Normal Operations

Develop plans and procedures to shelter and care for an indeterminate number of evacuees.

- a. Designate manager(s) and other key staff personnel.

- b. Develop SOP's and train teams for management of Evacuation Assembly Center.
- c. The American Red Cross, as requested, will provide training and assistance with planning.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Confirm task assignments and alert key personnel to stand-by status.
 - 2. Prepare the necessary forms.
 - 3. Anticipate and resolve special problems, such as checking on available shelter supplies (cots, blankets, etc.) available from the Red Cross.
- b. Begin record keeping of disaster-related expenses for shelter and care related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. When advised of the evacuation by the Coordinator or Police Chief, activate the Shelter Management Teams.

Response Plan

- a. Receive and care for evacuees. Register and maintain accurate records on their status. Provide mass feeding, as required in conjunction with school personnel and the American Red Cross.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the care of displaced persons, as required and applicable.
- b. Consolidate and report disaster related expenses for shelter.

FUNCTIONAL APPENDIX 12: SHELTERING AND CARE OF EMERGENCY WORKER DEPENDENTS

MISSION:

To shelter and care for dependents of emergency workers who have responded to an actual or anticipated major emergency or disaster for Chesterfield County.

ORGANIZATION

The Social Services Department, assisted by the American Red Cross, is responsible for shelter management and care of evacuees. They will be assisted by the Health Department and Department of Parks and Recreation.

CONCEPT OF OPERATIONS

Chesterfield County could experience a major disaster in which large numbers of emergency workers from many county departments would have to respond to work at hours different from their normal working hours, or their residence is adversely affected by the situation. In this event, care for dependents may be difficult to arrange.

In order to reassure the employees and to provide reliable care for their dependents, a shelter may be set up to care for children or other dependents that need care while the employees are responding to the disaster. Transportation may also need to be provided, especially if the employee is at work at the time the disaster occurs.

A shelter will be set up, upon the request of the Emergency Management Director, Coordinator, or their designee, at O.B. Gates Elementary School. This will be coordinated with the School Board. The Health Department will provide a public health nurse for medical support. The Parks and Recreation Department will provide recreational support for the shelter.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY WORKERS DEPENDENT SHELTER

1. Normal Operations

Develop plans and procedures to shelter, and care for, employee dependents.

- a. Develop a procedure for employees to request the shelter to be opened through the Emergency Operations Center.

-
- b. Designate and trained Parks and Recreation employees to respond to the shelter, and to operate as part of the shelter management team.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Notify O.B. Gates Administration of the impending disaster and possible use of the school as a shelter.
 - 2. Alert shelter managers, Parks and Recreation department.
- b. Begin record keeping of disaster related expenses for shelter and care related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen and emergency workers are responding to the disaster.

- a. When requested by the EOC, activate O.B. Gates Elementary School as the shelter for emergency worker dependents. Activate shelter management teams.
- b. Receive and care for dependents. Register and maintain accurate records on their status. Provide mass feeding, as required.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the care of emergency worker dependents, as required and applicable.
- b. Consolidate, and report disaster related expenses for the shelter to the Disaster Recovery Team.

FUNCTIONAL APPENDIX 13: AUXILIARY MANPOWER

MISSION

To provide centralized management of emergency manpower, primarily volunteers, to augment local government in time of emergency.

ORGANIZATION

The Department of Libraries, assisted by the American Red Cross, is responsible for coordinating the efforts of volunteer relief organizations and individuals.

CONCEPT OF OPERATIONS

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Director of the Libraries will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups and convergent volunteers. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at Emergency Shelters.

The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as first aid or radio communications, should be assigned duties, which allow the maximum benefit of these skills.

Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses must be maintained.

(EMERGENCY MANAGEMENT) ACTIONS - AUXILIARY MANPOWER

1. Normal Operations

-
- a. Assign the task of coordinating auxiliary manpower.
 - b. Develop procedures.
 - c. Obtain training in volunteer management.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.

No action required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- 1. Recruit and register volunteers, as required. Request lodging and care of volunteers, if necessary.
- 2. Assist with emergency operations. Assign volunteers to tasks which best utilize their skills. Maintain records on volunteer man-hours.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- 1. Assist with emergency operations, as required.
- 2. Establish a manpower pool. Organize and allocate volunteers as requested by the EOC.

4. Recovery (See Recovery Plan Annex)

Assist as required. Compile records of volunteer man-hours, number of volunteers, injuries, and any costs encumbered.

Tab A to Functional Appendix 9

VOLUNTEER WORKER REGISTRATION FORM
Tab A Functional Appendix 9
VOLUNTEER WORKER REGISTRATION FORM

Parent/Guardian

November, 2000

FUNCTIONAL APPENDIX 14: RADIOLOGICAL PROTECTION

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) provide for the exposure control of essential workers, (3) provide protective action guidance to the public through the local EOC, and (4) provide for decontamination as required.

ORGANIZATION

The County of Chesterfield has designated the Hazardous Incident Team to develop and maintain a response capability. They will organize and train a radiological response team, secure and maintain the necessary equipment and supplies, and develop contamination control procedures.

The Virginia Department of Emergency Management Radiological Officer and the State Department of Health, Bureau of Radiological Health will provide technical advice and assistance as required, either in the development of a program, or in response to an accident/incident.

CONCEPT OF OPERATIONS

In the event of an accident/incident involving actual, or suspected, radiological materials, the Fire Chief, or his designated representative, should be notified immediately, and will assume command at the accident site upon arrival. The Radiological Officer and radiological monitors will implement contamination control procedures and provide other on-the-scene assistance as required.

All accident/incidents involving radioactive materials should be reported to the Radiological Officer Virginia Department of Emergency Management (804-674-2400) and to the State Department of Health, Bureau of Radiological Health (804-786-5932). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

With a radiological accident/incident, the legal duty for reporting, containment, and cleanup rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the

magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected. The Radiological Officer, Virginia Department of Emergency Management, provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment is located at Fire Station 15, 7300 Airfield Drive.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident. These measures can be accomplished only by trained radiological personnel.

1. Control access to, and egress from, the area affected.
2. Monitor evacuees for radiation, and decontaminate as required.
3. Provide continuous monitoring of essential workers remaining in the area, and limit their total dose to safe levels, insofar as possible.
4. Contain the radiation hazard. Monitor water supplies and agricultural products for contamination.
5. Remove and dispose of radioactive materials, or debris, in accordance with procedures established by the State Department of Health, Bureau of Radiological Health.

Separate Radiological Emergency Response plans have been developed for selected jurisdictions near fixed nuclear facilities, such as those within 10 miles of the Surry Nuclear Power Station and the North Anna Nuclear Power Station. Chesterfield County is within 50 miles of both facilities, within the ingestion pathway.

EMERGENCY MANAGEMENT ACTIONS - RADIOLOGICAL PROTECTION

1. Normal Operations
 - a. Designate a Radiological Officer.
 - b. Develop and maintain a local capability for a radiological emergency response.
 1. Designate and provide training for radiological monitors.
 2. Maintain equipment and supplies.
 3. Develop plans and procedures to respond in time of emergency.

2. Increased Readiness

(Not applicable. Radiological incidents typically occur with little or no advance warning).

3. Emergency Operations

a. Mobilization Phase (Not applicable).

b. Response Phase

1. Assess the situation. Detect the presence of, and measure, radioactivity.
2. Alert the Fire Chief, or his designated representative, to assume command on-site. The Radiological Officer will provide technical advice on-site as required.
3. Isolate and secure the affected area. Implement contamination control and decontamination procedures, as required. Records must be maintained for all persons entering or leaving.
4. Establish and maintain communication between the local EOC and the on-the-scene controller.
5. Reports to the State Department of Health, Bureau of Radiological Health and to the State EOC. Request a technical analysis and recommended protective actions.
6. If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
7. Consider response to protect the public. Estimate potential harm without intervention. Consider evacuation.
8. Direct protective action as appropriate.
9. Maintain records of accumulated exposure to evacuees and essential workers. Do not exceed protective action guides.
10. Provide periodic status reports to the State EOC.
11. Declare the area safe for re-entry after danger is passed.

4. Recovery (See Recovery Plan Annex)

Restore services. Assess costs associated with incident response.

FUNCTIONAL APPENDIX 15: ESSENTIAL RESOURCES AND SUPPLIES

MISSION

To minimize the impact of a severe resource shortage.

ORGANIZATION

The Coordinator of Emergency Management with assistance from the Purchasing Department will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the State. State-level "Commodity Managers" have been designated for each type of resource (see Tab A). The Department of Social Services will coordinate emergency assistance to individuals.

CONCEPT OF OPERATIONS

A resource shortage can affect the economic well being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Management should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric or heating fuel during extremely cold weather could displace or endanger families and individuals. They may be provided with lodging and care. They may need transportation to the lodging and care facility.

The public should be kept informed concerning any resource shortage and how to obtain assistance. See Functional Appendix 2.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to the local Department of Social Services. All other problems, which are beyond the local government's capability to resolve, will be referred to the State Department of Emergency Management.

EMERGENCY MANAGEMENT ACTIONS - RESOURCE SHORTAGE

1. Normal Operations

- a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
- b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.

2. Increased Readiness

A resource shortage disaster is threatening the local area.

- a. Advise the State Commodity Manager of the local situation.
- b. Maintain liaison and exchange information with local resource suppliers.
- c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage which is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Prepare to implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
2. Keep the public fully informed through the public information officer. Supplement State-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
3. Determine the need and distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
4. Begin to maintain a record of all expenditures and continue throughout emergency operations.
5. Review procedures for providing lodging and care for displaced persons (see Functional Appendices 7 & 8).

-
6. Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation.

b. Response Phase

Major shortage is affecting the local area causing severe hardship and economic disruption.

1. Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance through the public information officer.
2. If necessary, allocate available resources to assure the maintenance of essential services.
3. Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.
4. Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies, which may have available supplies.
5. Notify the appropriate State resource Commodity Manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
6. Implement State and local government conservation programs.
7. Consider declaring a local emergency. Petition the Governor to declare an emergency when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery (See Recovery Plan Annex)

Assist as required.

Tab A to Functional Appendix 15

STATE-LEVEL COMMODITY MANAGERS

<u>Commodity</u>	<u>Manager</u>
Natural Gas	State Corporation Commission Div. of Energy Regulation (804) 371-9611
Electric Power	State Corporation Commission Div. of Energy Regulation (804) 371-9611
Petroleum Products	Dept. of Mines, Minerals and Energy (804) 692-3211
Solid Fuels	Dept. of Mines, Minerals and Energy (804) 692-3211
Potable Water	Department of Health (804) 786-1760
Transportation	Department of Highways and Transportation (804) 674-2800
Health and Medical	Department of Health (804) 786-3561
Food	Department of Agriculture and Consumer Services (804) 786-3520

After business hours call Department of Emergency Management Emergency Operations Center for all COMMODITY MANAGERS: Phone #674-2400.

FUNCTIONAL APPENDIX 16: DAMAGE ASSESSMENT

MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator of Emergency Management, assisted by the Extension Agent for the County Extension Service, Real Estate Assessor and the Building Inspector, is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise (see Tab B). All reports are compiled, consolidated, and submitted to the State as required by the Coordinator.

CONCEPT OF OPERATIONS

Three types of reports are available for use in reporting the emergency to the Virginia Emergency Operations Center (EOC). A Situation Report is based on the essential elements of information, a Needs Assessment Report is based on the Emergency Support Functions, and an Initial Damage Assessment (IDA) Report and Worksheet to facilitate the state in asking for federal and state assistance.

Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public, or private property, of a magnitude which requires expenditure of local government funds, or which might be eligible for, or require, a request for State or Federal assistance. Part I should be submitted by fax to the State EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours. See Tab A.

Designated teams will assess damage within the limits of capability. See Tab B. Damage to State-owned roads and bridges will be assessed by the Department of Highways and Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, then State assistance will be requested by the Director of Emergency Management to the State Coordinator of Emergency Management.

The "Report of Disaster-Related Expenditures" reflects the disaster-related expenditures and obligations of local government and State agencies for which no reimbursement will be requested. It is required to support the Governor's request for Federal disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - DAMAGE ASSESSMENT**1. Normal Operations**

Develop plans and procedures. Make task assignments; see Tab B. Review forms.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

No action required.

3. Emergency Actions**a. Mobilization Phase**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Prepare to make an initial damage assessment. Alert teams to stand-by status.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Submit a Situation Report within 24 hours of the onset of the event.
2. Submit additional Situation Reports at least once every 24 hours during the event.
3. Complete and submit an official Initial Damage Assessment Report (compiled jointly by the Coordinator and Extension Agent) within 72 hours.
4. Continue to provide damage assessment and assist with record keeping, as required.

4. Recovery (See Recovery Plan Annex)

Continue to assist with damage assessment and requests for post-disaster assistance as required.

FUNCTIONAL APPENDIX 17: FEDERAL DISASTER ASSISTANCE

MISSION

To identify the types of assistance the County may be eligible to receive and the procedures required for requesting such assistance.

ORGANIZATION

The County Coordinator of Emergency Management, as assisted by the VPI & SU Extension Agent and the Building Inspector and the Director of Risk Management, is responsible for the preparation and submission of all requests for post-disaster assistance. (See Recovery Plan Annex)

CONCEPT OF OPERATIONS

Should the County experience a disaster of such severity and magnitude that the combined resources of the County and State are insufficient to cope with the effects of the disaster, Federal disaster assistance may be provided.

Federal disaster assistance is authorized (1) under the provisions of the Stafford Act, Public Law 93-288, as amended, when the Governor requests and the President declares an emergency or a major disaster to exist in the State and (2) under a Federal agency's own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various Federal agencies.

The Stafford Act PL 100-707, authorizes two types of assistance: individual assistance and public assistance.

1. Individual Assistance

In the event a major peacetime disaster declared by the President occurs in an area of Virginia, the provisions of PL 93-288 as amended, become effective and as such authorize the establishment of Disaster Assistance Centers (DACs) to administer aid and assistance to disaster victims. A DAC will house, in one central location, all Federal, State, and local agencies and participating quasi-public and volunteer activities that deal directly with the needs of the individual disaster victims. Local government will provide space for DAC's and supporting personnel as requested and as available. Types of assistance are:

- a. Emergency needs - Immediate shelter, food, clothing, medical aid, minor repairs,

home cleanup, etc. are provided by volunteer agencies, such as the American Red Cross, the Salvation Army, the Mennonite Disaster Service, and other private relief agencies.

- b. Temporary housing for disaster victims whose homes are damaged and unlivable, assistance may be provided for up to 18 months. U.S. Department of Housing and Urban Development (HUD), or, as assigned, State Department of Housing and Community Development.
- c. Minimal repair program - A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance - Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U.S. Department of Housing and Urban Development; State Department of Housing and Community Development)
- e. Disaster unemployment assistance (DUA) and job placement assistance - For those who lost their jobs because of the disaster. (Department of Labor and Industry, through the State Employment Commission)
- f. Distribution of food stamp allotments - Allotments to eligible victims. (U.S. Department of Agriculture (USDA), through the State or County Social Services agency)
- g. Disaster loans - For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - 1. Farmers, ranchers, and oyster planters should apply to the Farmers Home Administration (FmHA).
 - 2. All others, including homeowners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).
 - 3. Agricultural enterprises, which were a major source of employment but no longer in substantial operation because of the disaster, should apply to the FmHA.
 - 4. Industries and businesses, which were a major source of employment but no longer in substantial operation because of the disaster, should apply to the SBA.

-
- h. Financial assistance to farmers - Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 80 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
 - I. Tax assistance - Assistance in computing credits based on disaster casualty losses. (U.S. Internal Revenue Service-IRS)
 - j. Veterans Administration (VA) assistance - Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
 - k. Social Security assistance - Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in applying for disability, death, and survivor benefits. (U.S. Social Security Administration, Department of Health and Human Services-HHS; (State Department of Social Services)
 - l. Emergency assistance - Assistance and services to families under the Social Security Act, including funds up to \$ 500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U.S. Department of Health and Human Services-HHS; (State Department of Social Services)
 - m. Legal services - Legal services to needy individuals who are unable to secure such services. (Young Lawyers Section, Virginia Bar Association; other lawyers as assigned)
 - n. Individual and family grants - Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster; this assistance program is funded in part by the Federal government and is administered by the State. (State Department of Social Services)
 - o. Crisis counseling - Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or County mental health agencies, supported by the National Institute of Mental Health (NIMH); U.S. Department of Health and Human Services; State Department of Mental Health and Mental Retardation)
 - p. Debris removal - Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property State Department of Emergency Services (DES); State Department of Highways and Transportation local governments)
 - q. In addition, other State and local agencies and private organizations may be asked to provide assistance, such as:
 - 1. Adjustment of local property taxes.
 - 2. State income tax assistance.

-
3. Health and safety inspections.
 4. Insurance claims counseling. (American Insurance Association and/or State Insurance Agency)
 5. Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.

r. Procedures

1. When a disaster victim reports to the DAC, the victim will be greeted by a receptionist who will provide a registration form and will make certain the victim understands the use of the form.
2. The victim is then directed to a registrar for an interview using the registration form given; once the registrar determines the client's problems and needs, the victim will be directed to the appropriate agencies.
3. Once the victim has completed the circuit through the agencies, an exit interview will be conducted to insure that proper agencies have been contacted; the victim is satisfied with the assistance being offered; and that the next steps to take are clear.

2. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for State officials, local officials and to Indian Tribes to inform them of the types of assistance available under the declaration and which funds are provided for eligible disaster assistance projects. Normally, the grant involving cost sharing will be 75 percent of eligible costs. The remaining 25 percent (non-Federal share) will be the responsibility of the owning party with some exceptions (see Appendix 4 to Annex II-J, Repair and Restoration of Damaged Facilities, Commonwealth of Virginia Emergency Operations Plan, Volume

II, Peacetime Disasters). The State Department of Emergency Management has been designated as the agency responsible for administering this program. Types of public assistance are:

- a. Clearance of debris on public or private lands or waters.
- b. Emergency protective measures for the preservation of life and property.

-
- c. Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities).
 - d. Repair or replacement of roads, streets, and bridges.
 - e. Repair or replacement of public buildings and related equipment.
 - f. Repair or replacement of public utilities.
 - g. Repair or restoration to pre-disaster condition of public facilities damaged while under construction.
 - h. Repair or restoration of recreational facilities and parks.
 - i. Repair or replacement of private, non-profit educational, utility, emergency, medical, and custodial care facilities, (including those for the aged and disabled) and other facilities providing essential governmental type services to the general public.
 - j. Disaster loans from FEMA for those communities that may suffer a substantial loss of tax and other revenues, and have demonstrated a need for financial assistance in order to perform their governmental functions.
 - k. Repairs and operating assistance to public elementary and secondary schools.
 - l. Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.
 - m. Procedures

A Project Application must be submitted, through the State Coordinator of Emergency Management, to the Regional FEMA Director, within 90 days of the date of the President's declaration of an emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

In addition to the PL 93-288, as amended, assistance is available under federal agencies' own statutory authority without a Presidential declaration of an emergency, or a major disaster. Examples of this assistance are:

1. Search and rescue - U.S. Coast Guard.
2. Flood protection - U.S. Army Corps of Engineers.
3. Fire suppression - Regional Director, FEMA.
4. Health and human services - U.S. Department of Health and Human Services.

-
5. Emergency conservation measures - U.S. Department of Agriculture.
 6. Emergency loans for agriculture - Farmers Home Administration.
 7. Disaster loans for homeowners and businesses - Small Business Administration.
 8. Repair to Federal Aid System roads - U.S. Department of Transportation.
 9. Tax funds - U.S. Internal Revenue Service.

The Governor must request that the President declare an emergency or a major disaster. The Governor will base his decision on whether to request a Presidential declaration primarily on the information submitted by local government in the Initial Damage Assessment Report (Tab A to Functional Appendix 12). However, it may be necessary to request additional information from the County, as required, to support the Governor's request. If a Presidential declaration is approved, the County will submit Project Applications for public assistance under guidance provided by FEMA and the Virginia Department of Emergency Management.

The authorities for Federal disaster assistance, in the absence of a Presidential declaration, cover a wide variety of interests and vary with changing Federal laws, regulations, and policies. Requests for this type of assistance will be forwarded, through the VDEM Regional Coordinator, to the State Coordinator. The State Coordinator consolidates such requests for the Governor and coordinates them through the appropriate State agency and the Director of FEMA Region III. FEMA coordinates the State's request with the appropriate Federal agency.

FUNCTIONAL APPENDIX 18: HAZARD MITIGATION

MISSION

The mission of the County of Chesterfield is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster, or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in the County of Chesterfield is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the rules, regulations, codes, and ordinances which would reduce the impact of a disaster. The Coordinator of Emergency Management is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the governing body any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to codes, ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives.

-
- B. Be aware of the hazards to which they are vulnerable, and be knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of the County of Chesterfield has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard identified in Tab B, and to identify and develop mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations, and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

The Director of Emergency Management has overall responsibility for emergency management which involves hazard mitigation and disaster preparedness, response, and recovery. He will work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Supervisors to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

The Director of Emergency Management should be aware of the hazards which have the greatest potential for local disaster, and which are most likely to occur. He will help to insure that the jurisdiction has developed programs and allocated resources, within its capabilities, to mitigate these hazards; that is, for the avoidance, reduction, prevention, or elimination of hazards over the long term, where feasible, and preparedness and response capabilities for hazards that cannot realistically be avoided.

A public information program should be initiated to increase the citizens' awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land use ordinances. The Director of Emergency Management will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He will present to the Board of Supervisors, for their consideration, those actions which require the passage of an ordinance or regulation. Advantage will be taken of opportunities to mitigate the effects of any future disaster.

AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

B. References

"A Mitigation Strategy for Integrated Emergency Management System," FEMA, CPG 1-104 (Draft), February 1984.

DEFINITIONS

- A. Mitigation - Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and man-made hazards.
- B. Hazard Mitigation Manager - The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

Tab A to Functional Appendix 18

TASK ASSIGNMENTS

1. Chesterfield County Board of Supervisors

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

2. Director of Emergency Management/Coordinator of Emergency Management

The Director of Emergency Management has overall management responsibility of the hazard mitigation program. The Coordinator is responsible to the Director of Emergency Management and the governing body for administering an effective hazard mitigation program through the appropriate department or agency heads. His/hers responsibilities include, but are not limited to, the following:

- a. Hazards analysis.
- b. Development, maintenance, and implementation of a Hazard Mitigation Plan.
- c. Development, maintenance, and exercise of the Emergency Operations Plan.
- d. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Supervisors.

3. Department of Health

- a. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- b. Develop plans for the prevention or spread of disease during a disaster.
- c. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

4. Director, Planning and Community Development

- a. Administer and enforce land use or zoning ordinances.
- b. Survey areas that may require rezoning and make recommendations, as required.

5. Building Inspection Department

- a. Enforce existing building codes and zoning ordinances.
- b. Make recommendations for mitigating codes or ordinances, where applicable.
- c. Advise the public of private actions that could mitigate individual loss.
- d. Assist in damage assessment.

6. Law Enforcement

- a. Enforce hazardous materials transportation regulations.
- b. Develop, maintain, and exercise disaster response SOP's required by other appendices of this Plan.

7. Fire Department(s) and Rescue Squad(s)

- a. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this Plan.
- b. Develop, maintain, and exercise specific response plans for hazardous materials.
- c. Obtain training and special equipment required for hazardous materials sites located in the jurisdiction.
- d. Coordinate radiological monitoring.

8. Superintendent of Schools

Insure school administrators have a plan to cope with hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

**Significant Critical Events in
Chesterfield County**

1969	Hurricane Camille (major disaster declared)
1970	Remnants of a hurricane caused flooding
1972	Hurricane Agnes (major disaster declared)
1977	Baptist Children's Home Fire
1980	Lord Baltimore Restaurant Fire
1980	Virginia Power Fire
1981	Days Inn Fire
1982	Severe winter storm - power outages
1983	Daniel-Bell Equipment Fire
1984	Centralia Pres. Church Fire
1984	AlliedSignal Fire
1984	Flooding
1984	Clintwood Road Fire (4 fatalities)
1985	Flooding (major disaster declared)
1985	Pipeline break I-95 (diesel fuel)
1986	Freight train derailment
1987	Two freight trains derailed Quinnford Blvd
1987	Flooding April - September
1987	Pipeline break Genito Road (gas)
1987	Ramblewood incident (chemical bottles)
1987	Plane crash (3 fatalities)
1988	John Tyler Community College Fire
1988	Sonoco Fire
1988	Severe winter storm
1988	Collision of industrial barge & pleasure boat
1988	C&R Battery Superfund Site (cleanup `completed in 1993)
1988	Bailey Bridge Dump (cleanup completed in 1992)
1989	Tornado
1989	Bellwood Elementary School Fire 87/90 165
	Hazardous Materials incidents
1990	Two (2) tornados
1990	Pipeline break (Burnette Drive) 100,000 gal. diesel fuel
1990	Charity Powers kidnapping
1992	E.I. DuPont, Spruance Plant fire
1992	Virginia Power chlorine leak
1993	School bus accident
1993	ICI Films chemical spill
1993	Tornado (major disaster declared)
1994	Ice storm (major disaster declared)
1994	Oil Transport, 7000 gal. diesel fuel spill
1995	Apartment fire (Old Buckingham Station)

1995	Virginia Power Technical Rescue (1 fatality)
1995	Petersburg Technical Rescue (watertower)
1995	Windshear (Deer Run)
1995	Haz-Mat Incident (E.R. Carpenter)
1996	Blizzard (Presidential Declaration)
1997	Christmas Ice Storm (Presidential Declaration)
1999	Hurricane Floyd (Presidential Declaration)
1999	“Boil Water” Advisory
2000	Icestorm (Presidential Declaration)

FUNCTIONAL APPENDIX 19: DAM SAFETY

MISSION

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure at dams listed in Tab A.

ORGANIZATION

The Director of Emergency Management is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. However, in the event of a Stage III Condition (see Tab B), the Coordinator of Emergency Services or his designated representative will activate the warning and evacuation response system (see Functional Appendices 3, 6, 7 and 8).

CONCEPT OF OPERATIONS

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Emergency Operations Center (EOC)/Coordinator of Emergency Management and recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre feet (100 feet for agriculture purposes) of water must develop and maintain an Emergency Action Plan. A copy must be provided to the local Coordinator of Emergency Management, the State Department of Emergency Management, and the Department of Environmental Quality. These plans are maintained in the Office of Emergency Management and Emergency Communications. The Emergency Action Plan shall include a method of notifying and warning persons downstream, and also local authorities, in the event of impending failure of the dam. An Emergency Action Plan is required prior to issuance of an Operation and Maintenance Permit by the State Department of Environmental Quality.

The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director/Coordinator of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, the Director will recommend that the Governor declare a state of emergency. (See Tab A for a descriptive listing of dams that may affect residents/property.)

AUTHORITIES

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.

-
- B. State Water Control Board, Regulation No. 9, Impounding Structure Regulations, May 3, 1983.

EMERGENCY MANAGEMENT ACTIONS - DAM SAFETY

1. Normal Operations

a. Dam Owners

1. Develop operations and maintenance plans and standard operating procedures (SOP's) in support of plan crucial to dam safety.
2. Develop Emergency Action Plan for warning and evacuation purposes in case of dam failure.

b. Government

1. Maintain Dam Emergency Action Plans as provided by Dam Owners.
2. Develop follow-up SOP's to implement Emergency Action Plan for warning and evacuation purposes in case of dam failure.

2. Increased Readiness - Stage I Conditions

a. Dam Owners

1. Report abnormal conditions.
2. Recommend evacuation of public.

b. Government

1. Alert on-duty emergency response personnel.

3. Increased Readiness - Stage II Conditions

a. Dam Owners

1. Assist with emergency operations.

b. Government

1. Alert on-duty emergency response personnel.
2. Notify public of possible dam failure.
3. Review warning and evacuation plans and procedures (see Functional Appendices 1 through 8 and Tab A).
4. Place off-duty emergency response personnel on alert.

4. Emergency Operations - Government

a. Mobilization Phase - Latter Part of Stage II or at Stage III Conditions

1. Activate EOC (manning as appropriate).
2. Notify State EOC, (804) 674-2400.
3. Alert emergency response personnel to standby status.
4. Begin record keeping of all incurred expenses.

b. Response Phase - Stage III Conditions

1. Order immediate evacuation of residents in expected inundation areas.
2. Sound warning through use of horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area, or to high ground in area for later rescue.
3. Call in all emergency response personnel to provide help required to protect lives and property.
4. Activate EOC, if not previously accomplished.
5. Follow established procedures within designated functional areas specified in this Plan.

5. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this Plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).
- f. Continue record keeping of any incurred expenses.

Tab A to Functional Appendix 19

Class I, II, and III Dams

See Attachment 1 for Additional Information on Chesterfield County Dams.

(Tax Map Coordinates for Site Locations)

I. Class I Dams

- A. George F. Brasfield Dam - Inv. No. 04101 (Tax Map 185-10)
- B. Swift Creek Reservoir - Inv. No. 04112 (Tax Map 61-12)
- C. Lake View Dam - Inv. No. 04119 (City of Colonial Heights)
- D. Falling Creek Reservoir Dam - Inv. No. 4115 (Tax Map 41-12)

II. Class II Dams

- A. Lower Beaver Pond Dam - Inv. No. 04106 (Tax Map 39-13)
- B. Gregory's Dam - Inv. No. 04122. (Tax Map 50-1)
- C. Napiers and Savage Dam - Inv. No. 04126 (Tax Map 39-4)
- D. Upper Beaver Pond Dam - Inv. No. 04135 (Tax Map 39-9)
- E. Lake Salisbury Dam - Inv. No. 4136 (Tax Map 8-13)
- F. Swift Creek Dam - Inv. No. 4104 (Tax Map 61-14)

III. Class III Dams

- A. Inv. Nos. 04102 - 04103
- B. Inv. Nos. 04105
- C. Inv. Nos. 04109 - 04111
- D. Inv. Nos. 04113 - 04114
- E. Inv. Nos. 04116 - 04118
- F. Inv. No. 04120
- G. Inv. Nos. 04123 - 04125
- H. Inv. Nos. 04127 - 04134
- I. Inv. Nos. 04137 - 04144
- J. Inv. Nos. 04145 - 04147

Tab B to Functional Appendix 15

Dam Classifications and Emergency Stages

I. Dam Classifications

Dams are generally classified as to the degree of hazard potential they impose if the structure fails.

- A. Class I (High Hazard) - Probable loss of life; excessive economic loss.
- B. Class II (Moderate Hazard) - Possible loss of life; appreciable economic loss.
- C. Class III (Low Hazard) - No loss of life expected; minimal economic loss.

II. Emergency Conditions and Response Times

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions which may be appropriate and available response times.

- A. Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.
- B. Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.
- C. Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

FUNCTIONAL APPENDIX 20: EMERGENCY OPERATIONS CENTER (E.O.C.)

MISSION

To provide centralized direction and control of any or all of the following functions: overall direction of all emergency operations; communications and warning; consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

ORGANIZATION

1. See Organization Chart, Tab A, Appendix
2. The EOC staff will be organized as follows:
 - A. **POLICY GROUP** - Provides overall direction and control of emergency operation, and development of emergency policies.
 - B. **PUBLIC SAFETY GROUP** - Maintains accurate estimates of the emergency operations, and coordinates utilization of emergency needs.
 - C. **PUBLIC SERVICE GROUP** – Provides coordination of human service needs.
 - D. **RESOURCE GROUP** – Establishes, operates and maintains communications with required elements of county resources, adjacent cities and counties, and State agencies.
 - D. **RECOVERY GROUP** – Collects and analyzes information to assist with recovery operations.
 - F. **INFORMATION GROUP AND RUMOR CONTROL** – Collects, analyzes and disseminates appropriate official information to the population concerning the emergency.
 - F. **EOC-RESPONSE TEAM GROUP** - Provide logistical support for Emergency Operations Center operations.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator Emergency Management, Fire Chief or Police Chief based upon the best available information. Depending on the situation, a partial or full activation will be ordered. (See Emergency Operating Instruction #1).
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. (See Emergency Operating Instruction #1). Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred, or there is an imminent threat of such destruction. An incident of such magnitude would require the commitment of a large number of personnel and equipment to properly respond to and recover from, an incident. (See Emergency Operating Instruction #1).
4. Initial situation briefing will be provided by the Director of Emergency Management or his designee.
5. Direction and control of county personnel and resources employed in support of disaster operations are exercised by the department or agency furnishing support.
6. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department Emergency Management at (804) 674-2400.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
8. Room 502, Administration Building will operate as the EOC, telephone lines will be trunked into the room for use when the EOC is activated. Telephones not used in an emergency will be brought to the EOC. The alternate EOC is Eanes-Pittman Public Safety Training Center in classroom D and D-1.
9. Field forces will receive strategic level direction from their EOC representative. Tactical and task level decisions will be made at the field level by the incident commander.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY OPERATIONS CENTER

Emergency Operations Center functions during all three operational phases (Mobilization, November, 2000

Response and Recovery) include, but are not limited to:

1. Policy Group

- a. Direct overall emergency operations
- b. Initiate activation of EOC
- c. Determine operational courses of action
- d. Make decisions as to adoption of course of action
- e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.

2. Public Safety Group

- a. Develop and maintain an accurate status of the emergency situation.
- b. Develop course(s) of action based on the emergency and available resources.
- c. Implement course of action approved by the Policy Group.
- d. Coordinate the procurement and utilization of all support services and resources made available from throughout the county.

3. Public Service Group

- a. Develop and maintain an accurate assessment of the needs of disaster victims.
- b. Develop, coordinate, and implement actions based on needs and availability of resources.

4. Resource Group

- a. Establish and maintain Chesterfield County emergency communications, to include communications with adjacent cities and counties.
- b. Establish and maintain communications with emergency response groups.
- c. Monitor NAWAS and EAS Stations.
- d. Provide resources to operations and EOC management.

5. Recovery Group

- a. Maintain current damage status to include estimated dollar amounts.
- b. Display damage status in EOC
- c. Recommend to Operations Group priorities for debris removal.
- d. Send 24 and 72-hour damage assessment report to State EOC.

6. Information Group & Rumor Control

- a. Trained individuals will constitute the EOC Response Team.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on Policy Group decision.

7. Emergency Operations Center Response Team

- a. Trained individuals will constitute the EOC Response Team.
- b. The team has been trained in the County Emergency Operations Plan, and establishing and operating an EOC.
- c. This group will maintain support and logistical coordination for all other groups in the EOC.
- d. Record and maintain current status of resources and situations status.
- e. Establish and operate the EOC Message Center.

7. Other Emergency Operations Center Operations

- a. Request for supplies and services will be made to the Budget and Accounting representative assigned to the EOC, who will authorize expenditures.
- b. All purchases of such goods and services will be approved, and purchased, using a county purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.

-
- d. Personnel will provide their own personal use items.
 - e. Every effort will be made by on-duty police and fire department personnel to establish the safety of the families of on-duty county personnel involved in the emergency. This is to insure the well being of families of essential employees.
 - f. Transportation
 - 1. Transportation to, and from, the EOC will be the responsibility of the individual.
 - 2. Emergency requests for transportation to, and from, the EOC will be made to the Coordinator of Emergency Management on an individual basis for requirements generated due to breakdown or inclement weather.

CHESTERFIELD COUNTY AIRPORT & AIRCRAFT EMERGENCY ACTION PLAN

I. PURPOSE

To provide procedures and information to be used by responding personnel to aircraft accidents, incidents and emergencies.

II. SCOPE

To provide guidelines by which responding units can make evaluations as to response necessary for each category of aircraft accident, incident or emergency.

III. CRASH REPORTING

The proper receipt and classification of the initial accident report is of vital importance to the proper and timely response to aircraft accidents.

The persons receiving the initial report should, as far as possible, identify the following information.

A. Time of Accident

1. Just happened: a report of an accident that has just occurred should alert dispatch personnel to need of "immediate" action.
2. About to happen: witnesses on occasion observe or are notified of impending aircraft accidents or emergencies. Dispatch personnel should be alerted to the need of STAND-BY action. (Nature or emergency should be identified if possible, e.g. engine failure, inflight fire, landing gear malfunction, fuel exhaustion, etc.)
3. Just discovered: on occasion aircraft accidents are not discovered until some time after the accident. Dispatch personnel should attempt to discover if emergency medical aid is needed. Until further investigation units should be placed on STAND-BY status.

B. Location of Accident*

1. As far as possible, specific directions should be given by the reporter of an aircraft accident. Terrain information, such as woods, swamp, residential, etc. should be included if known.
2. Aircraft may be requested to be dispatched to assist in pinpointing a location, or for a difficult or inaccessible location.
3. Chesterfield Airport will be used as staging area for accidents which are in the vicinity of the airport, but not on airport property.

C. Type of Aircraft

1. Small single engine (Max. 6 passengers)

2. Small multi-engine (Max. 10 passengers)
3. Large multi-engine (Over 10 passengers)
4. Military

D. Damage report

1. Minor damage (No Injuries)
2. Major damage or fire (No Injuries)
3. Minor damage (Injuries)
4. Major damage or fire (Injuries)

IV. CRASH DISPATCHING

The responsibility of assuring proper dispatching lies with the agency first receiving crash information. Example, if airport personnel witness or hear a report of a crash, they will evaluate and be responsible for dispatching and notification of all other agencies.

Based on the information collected by the receiver of the crash report, judgment must be made and the proper dispatching of response personnel must be executed for each of the following crash categories:

A. Minor Damage - No Injuries

1. State Police (all accidents resulting in damage of property of others in excess of \$ 100 or excess of \$ 500 to aircraft). Aviation Law of Virginia, Section 12 Rule 64.
2. Fire Department for fuel spills or fire hazard.
3. County Police if needed for crowd control.
4. Airport manager or designated FBO (fixed base operator) manager in his absence, to assist in removal of aircraft and to advise of any further action. (Examples: closing runway temporarily - notification of F.A.A., etc.). Notify Virginia Department of Aviation: Jim Bland 786-3687.
5. County Administration.
6. Emergency Services Coordinator.
7. Virginia Department of Aviation.

B. Major Fire Damage - No Injuries

1. County Fire Department (also for fire hazard).
2. County Police Department for security and crowd control.
3. State Police.
4. Airport Manager or designated FBO manager in his absence, to assist in removal of aircraft and to advise of further action necessary.

5. County Administration.
6. Virginia Department of Aviation.

C. Accidents Involving Injuries

1. Chesterfield Rescue Squad.
2. County Police Department for security and crowd control.
3. County Fire Department (fire or fuel spill).
4. State Police must be notified to investigate any accident causing injury or death.
5. Airport Manager or designated FBO manager in his absence, to assist in removal of aircraft and to advise of further action necessary.
6. F.A.A. Flight Standards District Office.
7. Virginia Department of Aviation.

D. Accident Involving Air Carriers

1. Chesterfield Rescue Squads & Ambulances.
2. County Fire Department.
3. County Police Department.
4. State Police.
5. Airport Manager or designated FBO manager to assist as possible.
6. F.A.A. Flight Standards District Office.
7. F.B.I.
8. County Administrator.
9. United States Postal Service
10. Virginia Department of Aviation.

E. Accident Involving Military Aircraft

1. County Fire Department.
2. County Police Department.
3. Chesterfield Rescue Squads (If Injuries).
4. State Police.
5. Airport Manager FBO to assist as possible.
6. F.A.A. Flight Standards District Office.

7. F.B.I.
8. County Administrator.
9. Virginia Department of Aviation.

V. APPROACHING THE CRASH SCENE

- A. Response personnel have primary responsibility to rescue, protect, and treat injured victims or survivors. However, care must be used to prevent response personnel from becoming casualties.
- B. As a secondary function, response personnel will endeavor to protect personal property from hazards such as fire, theft, public nuisance or vandalism.
- C. Approach crash with wind to back if possible.
- D. If the crash is in area overgrown with high grass or brush.
 1. Avoid same path the aircraft took after hitting the ground.
 2. It is possible survivors may have been thrown where rescue vehicles could run over them.
 3. If this is the only feasible route, dismount and search the area on foot. The procedures will enable the rescue personnel to minimize the possibility of detonating explosive devices which may have been dislodged from military aircraft.
- E. No Smoking.
 1. Be constantly aware that fuel tanks may be ruptured and may have spread fuel over a large area.
 2. If fire reaches fuel tanks, they may explode and spread fuel and fire over a large area.
 3. A minimum safe distance to keep spectators back is two thousand (2,000) feet.
- F. Use caution when power lines have been severed.
 1. Always treat them as if they are "Live Wires".
 2. Power lines may ignite fuel.
- G. Always assume there may be explosives aboard. These may detonate, particularly if there is fire involved.
- H. Special care must be taken with wreckage to assure protection of classified equipment.

VI. PROTECTING THE CRASH SIGHT

- A. Only authorized personnel will be allowed at the crash sight. These are to include only those essential personnel from the following groups:
 1. Fire Department Personnel.

2. Rescue and Medical Personnel, Medical Examiner.
 3. State Police, Commonwealth Attorney.
 4. County Police as requested for assistance to other groups.
 5. Military personnel, if military aircraft.
 6. F.A.A., Accident Investigators, Virginia Department of Aviation, and National Transportation Safety Board.
 7. Designated airport personnel required for assistance.
 8. F.B.I. if involved in investigation of military or airline disasters.
- B. As soon as possible, the extent of the site should be determined and protected. The entire area to include any marks on the ground, trees, buildings or other areas of evidence should be protected.
- C. Each and every piece of the wreckage, its exact location, is important to investigate an accident. **NOTHING SHOULD BE MOVED OR DISTURBED OTHER THAN NECESSARY TO RESCUE SURVIVORS.** Diagrams and/or photographs should be made if possible to record the location of any wreckage which must be moved or disturbed.
- D. As soon as possible, a perimeter should be established to protect the wreckage from unauthorized persons. Interested public must be restricted access to the crash site. Room must be provided to enable authorized personnel to carry out necessary rescue, fire control or investigation.
- E. The news media should be asked to cooperate with the agencies responsible for on sight coordination. No statement should be given or issued as to cause or probable cause except by officials of F.A.A. or Military Officer-In-Charge. All other inquiries should be directed to on sight director. The media should be discouraged from taking photographs of the deceased or injured. Under no circumstances will photographs be allowed of any classified material which is exposed. Media, must at all times, be prevented from interfering with rescue or investigation of a crash.

VII. RESPONSIBILITIES OF RESPONDING AGENCIES

To successfully respond to aircraft emergencies, all agencies must be fully aware of their responsibilities and work together as a team. Each agency will have a ranking representative respond to the Airport conference room in the main terminal to establish a command post. A staging area will be established at the Terminal Building on the access ramp to the runway for emergency personnel and vehicles.

A. County Fire Department

1. Upon notification, the appropriate fire company or companies shall be instructed as to the location and nature of the emergency.
2. The senior fire officer will be the on site commander in the event of fire or major fuel spill. This officer will direct assignment of fire and rescue personnel to appropriate location requiring control. For any such accident on airport property, the senior officer will work with the airport manager, or his designed FBO manager, but will be designated on-site commander until fire is under control or measures to insure fire protection are implemented. The senior fire officer will

notify the airport manager when the fire is under control. Upon notification, the airport manager or his designee will be the on site director.

B. County Rescue Squads

1. Each squad will be notified as to the location and nature of the emergency.
2. Additional information shall indicate the number of occupants, if known, or in lieu of this, the seating capacity.
3. Under the supervision of the on-site commander, the rescue squad will be responsible for the removal of survivors, injured or dead. Because of the danger from fuel spills, protective clothing will be worn.

C. County Police

The County Police personnel will have the responsibility of securing the crash site to include the following duties:

1. First arriving officers MUST establish crash perimeter, by closing access at Whitepine and Airport Drive. No unauthorized persons should be allowed within two thousand (2000) feet of crash.
2. Second arriving officer will access accident site and assist in emergency first aid, if needed, until arrival of rescue squad or fire personnel.
3. When personnel are available, an inner perimeter should be established to assist investigators, rescue, or fire personnel, and eliminate congestion.
4. The ranking officer will direct all County Police operations and personnel, and assist as requested Fire Department, State Police, the F.A.A., National Transportation Safety Board and Airport Personnel.
5. When required, police will evacuate endangered buildings. When the decision is made to evacuate buildings, police must be aware of its responsibility to safeguard the premises.
6. For airport crashes, police will secure airport entrance from unauthorized personnel at locations specified by airport managers.
7. When the news media arrive at the entrance to the airport, they will be instructed

to

A map will be furnished and updated periodically to note these locations.

D. State Police

It shall be the duty of the State Police or Chesterfield County Police to investigate all accidents, on or off premises of airport, within the provisions provided by Title 5.1 of the Code of Virginia.

- E. The Federal Aviation Administration or National Transportation Safety Board (N.T.S.B). The F.A.A. or N.T.S.B. will have primary responsibility to investigate all accidents involving injuries or death. NO wreckage may be removed until permission is given by the F.A.A. or N.T.S.B. representative.

F. F.B.I.

The F.B.I. will investigate those accidents which involve airlines or military aircraft.

G. Military

Military aircraft accident operations will be directed by the military on site director.

H. Airport Personnel

1. The Fire Chief, or his representative, will be the on-site commander for all crash on the airport property until the situation is stable, at which time the airport manager or designated FBO manager will assume command. If the accident involves fire or military aircraft, he will work in conjunction with ranking fire or military personnel.
2. All removal of wreckage will be directed by airport manager or designated FBO manager to assure minimum further damage to aircraft.
3. The Airport manager or designated FBO manager will be available to advise other agencies of regulations, procedures, and offer assistance as possible.
4. If the airport manager is not available, other airport personnel will be designated responsible.
5. Airport personnel will be responsible for notifying the F.A.A. for runway closing, etc.
6. The Airport manager, in general, will work as coordinator between agencies.

TELEPHONE DIRECTORY

<u>Airport Manager's Office</u>	748-1615
Steven J. Calabro, Manager	744-4708 home
	351-9040 pager
Robert Cheatham, Airport Maintenance Supervisor	748-1615
	530-3943 home
	351-9041 pager
Dominion Aviation Services - FBO	
Mike Mickel, President	271-7793 work
	285-9502 home
John Kay, Manager/Chief Pilot	271-7793 work
	358-1062 home
<u>Federal Aviation Administration</u>	
Tower Chief	222-7463
General Aviation District Chief	222-7494
Flight Services - 24 hour service	1-800-992-7433
F.B.I.	644-2631
<u>Fire, Chesterfield County</u>	748-2291
Emergency calls within Chesterfield: 911	748-2291 (Outside County)
Chief R.L. Eanes	748-1360
Assistant Chief F.W. Dolezal	748-1226
<u>Hospitals</u>	
Chippenham	320-3911
Medical College of Virginia	786-9000
Johnston-Willis	330-2000
<u>Military</u>	
Virginia Army Guard, Operations Officer for Army	222-4580
National Transportation Safety Board 24-hour	201-334-6596
<u>Police</u>	
Chesterfield County Emergency calls within Chesterfield: 911	748-5881 (Outside County)
Patrol Division	748-1258
Col. J.E. Pittman, Jr. - Chief	748-1266
Virginia State Police	1-800-522-9965
First Division Headquarters - 24 hours	553-3444
Captain in charge of First Division	674-2044
Chesterfield Area Office (8:30 a.m.-5:00 p.m.)	275-6335
First Sergeant in charge of Chesterfield	275-6335
	748-2124 (Pager)
(VA. State Police)	266-2441
<u>Rescue Squad</u>	
Emergency calls within Chesterfield: 911	748-2291 (Outside County)
Non-Emergency	748-1251
<u>County Administration</u>	748-1211